



Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Rukhama Mahila Mahavidyalaya Nawegaon/ Bandh
Tah- Arjuni/ Mor. Dist- Gondia-441702

Website: www.rukhamamahilamv.com

Email ID: Rukhama.nawegaon@gmail.com

Criterion 6–Governance, Leadership and Management

Key Indicator - 6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

INDEX

- 1. Appraisal of faculty members**
- 2. Appraisal of non-teaching**
- 3. Action taken Report**
- 4. Policy document**
- 5. List of teachers receiving financial support**
- 6. Proofs to provide financial assistance to teachers**
- 7. Audited statement of account highlighting the financial support to teachers**


Uffi. Principal
RUKHAMA MAHILAMV
N/Bandh, Ia. A/Mor Di. Gondia



Rukhama Mahila Mahavidyalaya Nawegaon/ Bandh

Tah- Arjuni/ Mor. Dist- Gondia-441702

Website: www.rukhamamahilamv.com

Email ID: Rukhama.nawegaon@gmail.com

SELF-ASSESSMENT FOR PERFORMANCE BASED APPRAISAL FORM (For Faculty Members)

PART A: GENERAL INFORMATION

1. NAME (In Block Letter): PRASHANT K. SHAHARE
2. Father's/ Husband's / Wife's Name: KAMALDAS SHAHARE
3. Department: PHYSICS
4. Current Designation: ASSISTANT PROFESSOR
5. Address for Correspondence:
6. Permanent Address: AT-POST- NAWEGAON/BANDH DIST. GONDIA
7. Mobile No.- 9637815374 E-mail: pshahare09@gmail.com
8. Whether acquired any degrees or academic qualifications during the period:

PART B: ACADEMIC PERFORMANCE INDICATOR

CATEGORY I: Teaching, Learning & Evaluation related Activities

(i) Lectures, Tutorials, Practicals, Seminars, Contact hours (Give details yearly)

Sl. No.	Course/Paper (Code)	Mode of teaching*	No. of classes allotted week	No. classes attended as per documented record
1.	1T- 8(TH)	Black board, ppt	4	46
2.	1T- 8(PR)	- - -	12	125
3.	2T- 8(TH)	- - -	4	42
4.	2T- 8(PR)	- - -	12	122
5.	3T- 8(TH)	- - -	2	23

F.17

6.	3T-8(PR)	-1, -	3	31
7.	4T-8(TH)	-1, -	2	21
8.	4T-8(PR)	-1, -	3	33
			= 462	= 443

* Lecture (L), Tutorial (T), Practical (P)

$$= \frac{\text{No. of Actual classes taken}}{\text{No. of classes allotted}} \times 100 = \frac{443}{462} \times 100 = 95\% = 30$$

Max. Score in (a): 30, Max. Bonus Score in (b): 5

		API Score
(a)	Classes taken	30
(b)	Teaching load in excess of AICTE norms	

(ii) Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc. [Max. Score: 5]

Sl. No.	Short Description	API Score
1.	youtube links, videoclips, ppt.	4
	Notes, lab manual, personality devp. work soft skill, communication skill.	
	Total Score: (Max: 5)	4

(iii) Leave assigned and availed

[Max Score : 10]

Sl.No.	Type of Leave	Leaves availed	Total leave	API Score
1.	CL = 8	6	6	10
2.	SL = 0	0		

CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities

[Max. Score:

10]

Sl. No.	Type of Activity	API Score
	Extra-curricular/ Co-curricular Activities	
1.	Repairing of home appliances, Road safety awareness.	07
2.	Guidance on competitive exam, yoga practices, cyber security	
Total: (Max Score: 8)		
	Community work Activities	
1.	community Road safety.	
2.	Free bike diwari awareness, for community	02
Total: (Max: 2)		
Total Score: [(i) + (ii)] (Max: 10)		09

CATEGORY III: Research, Publication & Academic Contribution related Activities

A) Published Papers in Journals

[Max. Score: 6]

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	No. of co-authors	Whether you are main author	API Score

B) Published Full Papers/Presented in Conference Proceedings
 Score: 2]

[Max.

Sl. No.	Title with Page nos.	Details of Conference Publications	ISSN/ ISBN No.	No. of co-authors	Whether you are main author	API Score

C) Book(s)/Article(s)/Chapter(s) published
 score: 4]

[Max.

Sl. No.	Title with Page nos.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are main author	API Score

D) Ongoing and Completed Research Projects/Consultancies

[Max. Score: 2]

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. In Lakh)	API Score

E) Research Guidance

[Max. Score: 2]

Degree	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M-Phil or Equivalent				
Ph. D or Equivalent				

F) Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme attended

[Max. Score: 4]

Sl. No.	Programme	Duration	Organized by	API Score
1.	Research methodology	5 days	Rmm	1
2.	IPR	5 days	Rmm	1
3.	How to register for patent in india	5 days	Rmm	1

G) STUDENT'S FEEDBACK (Max. Score: 10): 09

Summary of API Score:

	Criteria	Last Academic Year	Total API Score for Assessment Period
I	Teaching, Learning & Evaluation related Activities	2022-23	24
II	Co-curricular, Extra-curricular, Professional development related Activities	2022-23	09
III	Research, Publication related Activities	2022-23	12
	Total (I + II + III)		65

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, Value etc. where relevant)

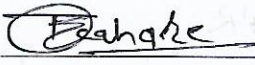
LIST OF ENCLOSURES: (Please attach copy of certificates, papers etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.

I certify that the information provided is correct as per records available with the Institute and/or documents enclosed with the duly filled proforma.

Place : RMM Nawegam Bandh

Date : 06/05/2023


Signature of the faculty

Remarks of HOD

Date : 6/5/2023


Signature of HOD

INSTRUCTIONS FOR FILLING UP PART B OF THE PBAS PROFORMA

CATEGORY I: Teaching, Learning & Evaluation related Activities

Lectures, Tutorials, Practicals, Seminars, Contact classes taken should be based on verifiable records. If a teacher has taken 75% assigned classes, score will be 30 60% and less than 75% assigned classes, score will be 20 50% and less than 60% assigned classes, score will be 10 No score should be assigned if a teacher has taken less than 50% assigned classes.	Max Score: 30
If teacher has taken classes exceeding AICT/UGC norm, then one point to be assigned for each extra hour classes	Max Score: 5

(iii) Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc. (Max. Score: 5)

Updating of course content/Preparation of resource material/Laboratory Manual / Add new experiment in the practical course	Max Score: 2
Developing and imparting Remedial courses/ Make up classes/ weekend classes / Soft skills/ Communication skills/ Personality development courses, etc.	Max Score: 2
Conduction of computer assisted teaching/web based learning/e-library skills to students	Max Score: 1

(iv) Leave Records (Max Score: 10)

CL + ML + EL < 15	Max Score 10
CL + ML + EL < 20	Max Score 8
CL + ML + EL < 25	Max Score 6
CL + ML + EL < 30	Max Score 4
WPL > 5	No Score

CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities (Max. Score: 10)

Institutional co-curricular activities for students such as NSS, NCC, or any other similar activity.	Max Score: 8
or	
Institutional extra curricular activity for students such as sports, cultural fest,	

technical fest, picnic, educational tour, industry visit, placement, website maintenance, online content development, Resource generation, publication of magazine/ newsletter in departmental as well as institutional level or any other similar activity.	
Community work such as National integration, secularism, humanism, flood and drought relief, orphanage home and old age home relief, small family norms or any other similar activity.	Max Score: 2

CATEGORY III: Research, Publication & Academic Contribution related Activities (Max. Score: 20)

For each published paper (original article/ Review paper/short communication etc.): 3 marks	Max Score: 6
For each full paper publication in conference proceedings /presentation in conference: 1 Marks	Max Score: 2
For each Book(s)/Article(s)/Chapter(s) published: 3 Marks	Max Score: 4
For each Ongoing Projects/Consultancies: 2 Marks	Max Score: 2
For Completed Projects/Consultancies: 1 Marks (The completed Project in the Institute should be considered): 1 Marks	
For each M.Phil Guidance: 1 Marks	Max Score: 2
For each Ph.D Guidance: 2 Marks	

Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme

Participation in short term training courses, NPTEL courses, curriculum development, professional development, examination reforms, institutional governance, membership/participation in bodies/committees on education any other similar activity.	Max Score: 4
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STUDENT'S FEEDBACK

(Max. Score: 10):

The student's ~~feedback~~ assessment data (on the basis of the assessment of Institutional student feedback system by Institution) will be supplied to the respective teachers during filling up the PBAS.



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Department of Home Science
Academic Session: 2022-23

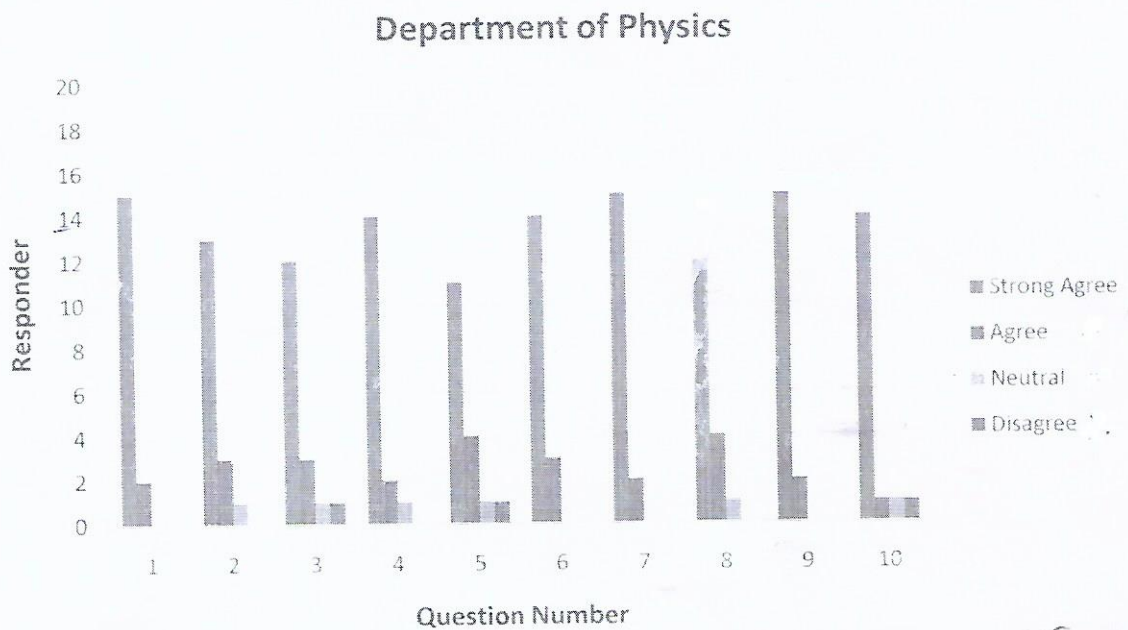
Students Feedback on Curriculum Analysis (2022-23)

1. Name of the Faculty: - Prashant Sahare

2. Designation: - Asst. Professor

3. Department: - Physics

4. Semester: IV



135
10

Faculty

Head of the Deptt
Rukhama Mahila Mahavidyalaya
Nawegaon/Bandh



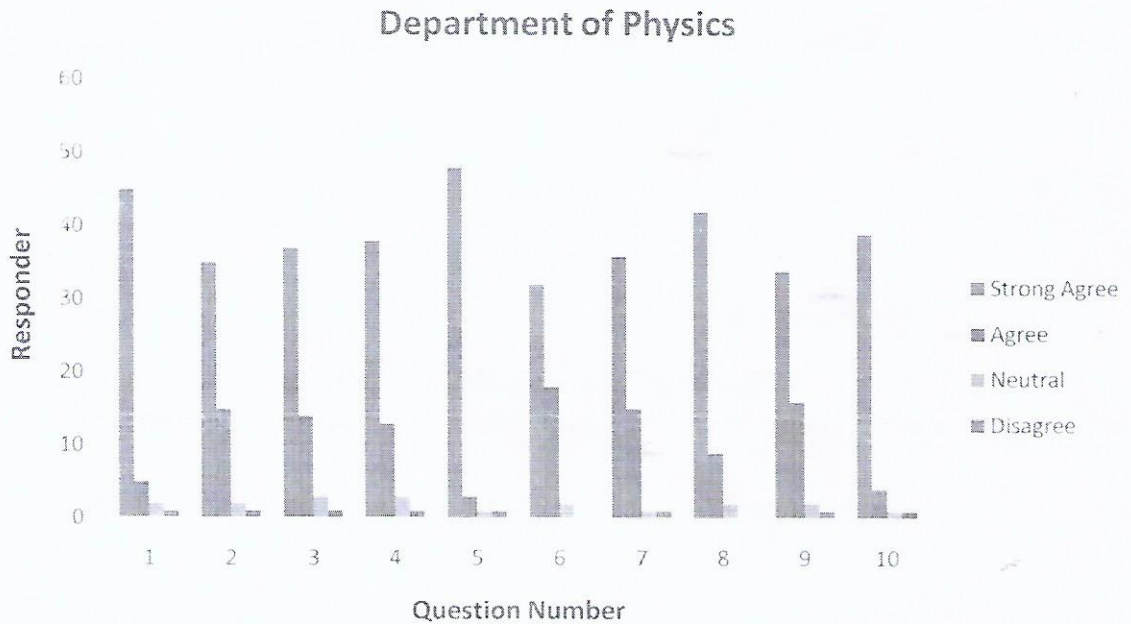
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Department of Home Science
Academic Session: 2022-23

Students Feedback on Curriculum Analysis (2022-23)

1. Name of the Faculty: - Prashant Sahare
2. Designation: - Asst. Professor
3. Department: - Physics
4. Semester: - II



Prashant Sahare

Faculty

Amesh

Head of the Deptt
Rukhama Mahila Mahavidyalaya
Nawegaon/Bandh



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Tah- Arjuni/ Mor. Dist- Gondia-441702

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Email ID: Rukhama.nawegaon@gmail.com

SELF-ASSESSMENT FOR PERFORMANCE BASED APPRAISAL FORM (For Faculty Members)

PART A: GENERAL INFORMATION

1. NAME (In Block Letter): **AKASH GAJANAN PESHNE**
2. Father's/ Husband's / Wife's Name: **GAJANAN PESHNE**
3. Department: **Biology**
4. Current Designation: **Assistant Professor**
5. Address for Correspondence: **Nehru ward, Khamari buti, Po-matora, Bhandara.**
6. Permanent Address: **Nehru ward, Khamari buti, Po-matora, Bhandara.**
7. Mobile No.- **8485861300** E-mail: **akashpeshne09@gmail.com.**
8. Whether acquired any degrees or academic qualifications during the period:

PART B: ACADEMIC PERFORMANCE INDICATOR

CATEGORY I: Teaching, Learning & Evaluation related Activities

(i) Lectures, Tutorials, Practicals, Seminars, Contact hours (Give details yearly)

Sl. No.	Course/Paper (Code)	Mode of teaching*	No. of classes allotted week	No. classes attended as per documented record
	1T-6 (Th)	Chalk & Black Board		
	1T-6 (Pr)	"	3	33
	2T-6 (Th)	"		
	2T-6 (Pr)	"	3	33
	3T-6 (Th)	"	2	22

	3T-6 (Pr)		3	31
	4T-6 (Th)		2	22
	4T-6 (Pr)		3	31
	5T-7 (Th)		3	32
	5T-7 (Pr)		3	32
	6T-7 (Th)		3	31
	6T-7 (Pr)		3	33
			<u>308</u>	<u>300</u>

* Lecture (L), Tutorial (T), Practical (P)

$$= \frac{\text{No of Actual classes taken}}{\text{No of classes allotted}} \times 100 = \frac{300}{308} \times 100 = 97\% = 30$$

Max. Score in (a): 30, Max. Bonus Score in (b): 5

		API Score
(a)	Classes taken	30
(b)	Teaching load in excess of AICTE norms	

(ii) Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.
[Max. Score: 5]

Sl. No.	Short Description	API Score
	student learn in video animation, ppt presentation & lab manual	2
	youtube link, career counselling	1
	Total Score: (Max: 5)	3

(iii) Leave assigned and availed

[Max Score : 10]

Sl.No.	Type of Leave	Leaves availed	Total leave	API Score
	CL	5	12	10
	SL	7		

CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities

[Max. Score:

10]

Sl. No.	Type of Activity	API Score
	Extra-curricular/ Co-curricular Activities	
	Health awareness, Health awareness for villagers,	7
	career counselling, Rain water harvesting, Anti-tobacco Camp.	
	Total: (Max Score: 8)	
	Community work Activities	
	Health awareness rally.	1
	Total: (Max: 2)	
	Total Score: [(i) + (ii)] (Max: 10)	8

CATEGORY III: Research, Publication & Academic Contribution related Activities

A) Published Papers in Journals

[Max. Score: 6]

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	No. of co-authors	Whether you are main author	API Score

B) Published Full Papers/Presented in Conference Proceedings
Score: 2]

[Max.

Sl. No.	Title with Page nos.	Details of Conference Publications	ISSN/ ISBN No.	No. of co-authors	Whether you are main author	API Score

C) Book(s)/Article(s)/Chapter(s) published
score: 4]

[Max.

Sl. No.	Title with Page nos.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are main author	API Score

D) Ongoing and Completed Research Projects/Consultancies

[Max. Score: 2]

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. In Lakh)	API Score

E) Research Guidance

[Max. Score: 2]

Degree	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M-Phil or Equivalent				
Ph. D or Equivalent				

F) Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme attended

[Max. Score: 4]

Sl. No.	Programme	Duration	Organized by	API Score
	Digital Literacy	5 days	RMM	1
	Cyber Security	5 days	RMM	1
	Research Methodology	5 days	RMM	1

G) STUDENT'S FEEDBACK (Max. Score: 10): 9

Summary of API Score:

	Criteria	Last Academic Year	Total API Score for Assessment Period
I	Teaching, Learning & Evaluation related Activities	2022-23	46
II	Co-curricular, Extra-curricular, Professional development related Activities	2022-23	8
III	Research, Publication related Activities	2022-23	12
	Total (I + II + III)		70

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

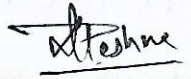
Sl. No.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES: (Please attach copy of certificates, papers etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.

I certify that the information provided is correct as per records available with the Institute and/or documents enclosed with the duly filled proforma.

Place : Nawegoan Bardh
Date : 10/04/23



Signature of the faculty

Remarks of HOD

Date : 10/04/23



Signature of HOD

INSTRUCTIONS FOR FILLING UP PART B OF THE PBAS PROFORMA

CATEGORY I: Teaching, Learning & Evaluation related Activities

Lectures, Tutorials, Practicals, Seminars, Contact classes taken should be based on verifiable records. If a teacher has taken 75% assigned classes, score will be 30 60% and less than 75% assigned classes, score will be 20 50% and less than 60% assigned classes, score will be 10 No score should be assigned if a teacher has taken less than 50% assigned classes.	Max Score: 30
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(iv) Leave Records

(Max Score: 10)

CL + ML + EL < 15	Max Score 10
CL + ML + EL < 20	Max Score 8
CL + ML + EL < 25	Max Score 6
CL + ML + EL < 30	Max Score 4
WPL > 5	No Score

CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities

(Max. Score: 10)

Institutional co-curricular activities for students such as NSS, NCC, or any other similar activity.	Max Score: 8
or	
Institutional extra curricular activity for students such as sports, cultural fest,	

technical fest, picnic, educational tour, industry visit, placement, website maintenance, online content development, Resource generation, publication of magazine/ newsletter in departmental as well as institutional level or any other similar activity.	
Community work such as National integration, secularism, humanism, flood and drought relief, orphanage home and old age home relief, small family norms or any other similar activity.	Max Score: 2

CATEGORY III: Research, Publication & Academic Contribution related Activities (Max. Score: 20)

For each published paper (original article/ Review paper/short communication etc.): 3 marks	Max Score: 6
For each full paper publication in conference proceedings /presentation in conference: 1 Marks	Max Score: 2
For each Book(s)/Article(s)/Chapter(s) published: 3 Marks	Max Score: 4
For each Ongoing Projects/Consultancies: 2 Marks	Max Score: 2
For Completed Projects/Consultancies: 1 Marks (The completed Project in the Institute should be considered): 1 Marks	
For each M.Phil Guidance: 1 Marks	Max Score: 2
For each Ph.D Guidance: 2 Marks	

Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme

Participation in short term training courses, NPTEL courses, curriculum development, professional development, examination reforms, institutional governance, membership/participation in bodies/committees on education any other similar activity.	Max Score: 4
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STUDENT'S FEEDBACK

(Max. Score: 10):

The student's feedback assessment data (on the basis of the assessment of Institutional student feedback system by Institution) will be supplied to the respective teachers during filling up the PBAS.



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Department of Home Science
AcademicSession: 2022-23

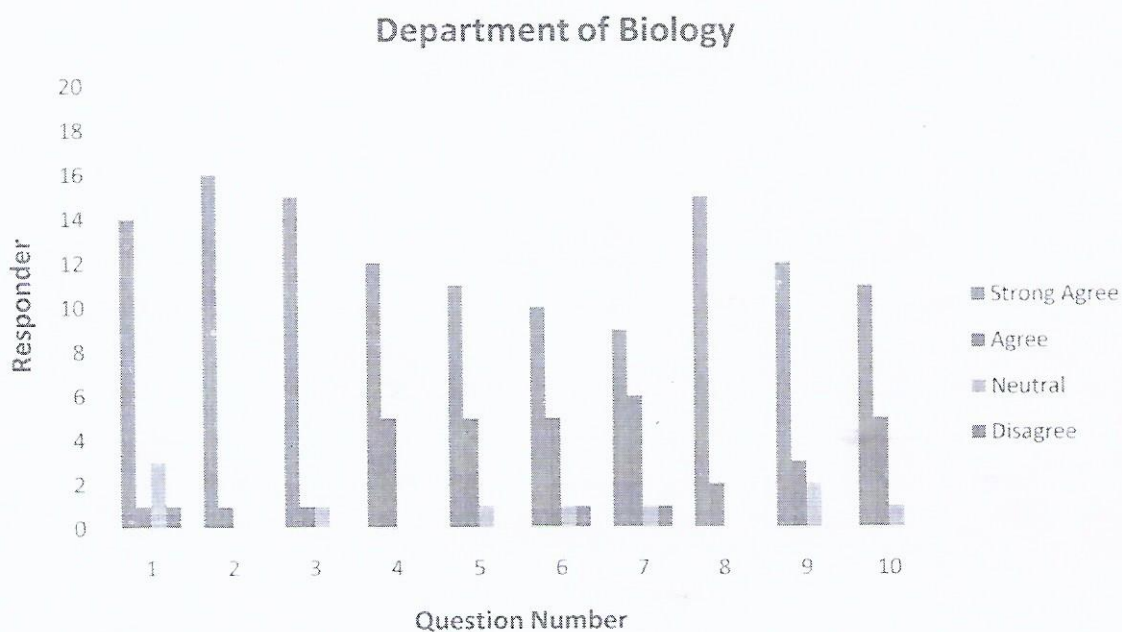
Students Feedback on Curriculum Analysis (2022-23)

1. Name of the Faculty: - Akash Peshne


2. Designation: - Asst. Professor

3. Department: - Biology

4. Semester: IV




Faculty


Head of the Deptt
Rukhama Mahila Mahavidyalaya
Nawegaon/Bandh



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Department of Home Science
Academic Session: 2022-23

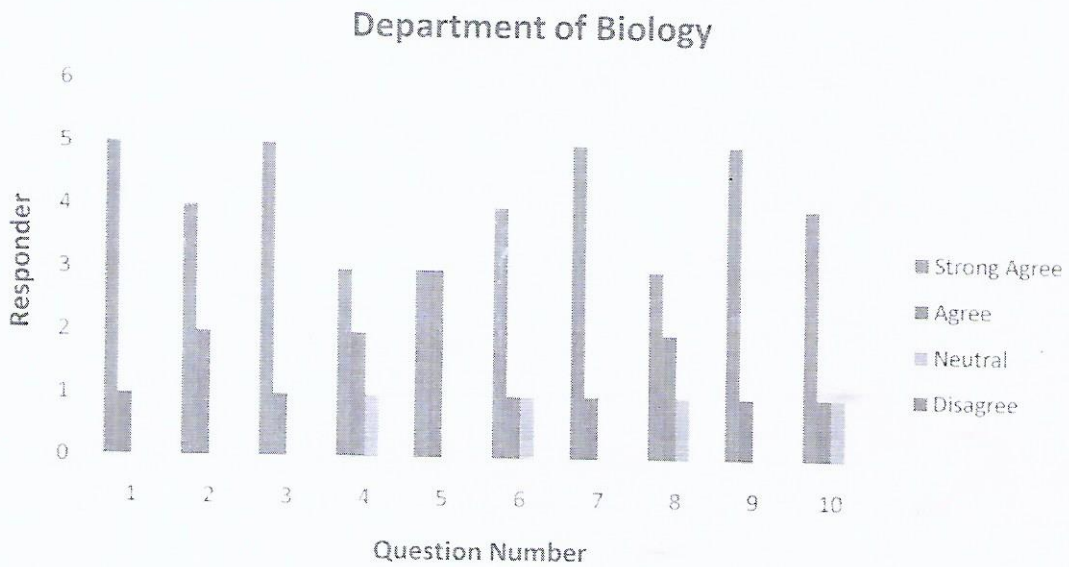
Students Feedback on Curriculum Analysis (2022-23)

1. Name of the Faculty: - Akash Peshne


2. Designation: - Asst. Professor

3. Department: - Biology

4. Semester: VI




Faculty


Head of the Dept
Rukhama Mahila Mahavidyalaya
Nawegaon/Bandh



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Tah- Arjuni/ Mor. Dist- Gondia-441702

Website: www.rukhamamahilamv.com

Email ID: Rukhama.nawegaon@gmail.com

SELF-ASSESSMENT FOR PERFORMANCE BASED APPRAISAL FORM (For Non-Teaching Staff)

Performance Appraisal Form for Non-Teaching Staff 2022-2023

1. Name of the Faculty : Anil Anushottam Gaikwad
2. Position Title : sen. clerk.
3. Date of Entry into Service : 01/05/2013
4. No. of Years in Service : 10 years.
5. Date of Retirement : 01/05/2045
6. Qualification : B.com, D.Ed.
7. Details of Current Responsibilities : Admission committee main, web management main,

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation, and procedure		✓			
2	Ability to organize work and carry it out			✓		
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)		✓			
7	you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?			✓		

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?			✓		
2	Maintenance of Files/Records			✓		
3	Accuracy & Speed of work			✓		
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility		✓			

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality			✓		
3	Discipline			✓		
4	Integrity and behavior		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?			✓		
3	Responsibility towards your tasks/ areas of management assigned to?			✓		

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- Nawangan/ Bandh

Date:- 15/04/2023

Anil P. Gaikwad
Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution

Sajmal
Off. Principal
RUKHAMA MAHILA MV
N/Bandh, Ia. A/Mor Di. Gondia



Rukhama Mahila Mahavidyalaya Nawegaon/ Bandh

Tah- Arjuni/ Mor. Dist- Gondia-441702

Website: www.rukhamamahilamv.com

Email ID: Rukhama.nawegaon@gmail.com

SELF-ASSESSMENT FOR PERFORMANCE BASED APPRAISAL FORM (For Non-Teaching Staff)

Performance Appraisal Form for Non-Teaching Staff 2022-2023

1. Name of the Faculty : PORAS. RAMBHAU. THAKUR
2. Position Title : LAB - ASSISTANT
3. Date of Entry into Service : 11/05/2013
4. No. of Years in Service : 10 years.
5. Date of Retirement : 11/05/2041
6. Qualification : 12th pass
7. Details of Current Responsibilities : Stock maintenance

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation, and procedure			✓		
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies			✓		
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties			✓		
6	Capacity to supervise* (For Supervising Staff Only)			✓		
7	you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?			✓		

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?			✓		
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work			✓		
4	Neatness & tidiness of work			✓		
5	Completion of work on schedule			✓		
6	Diligence and sense of responsibility			✓		

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality			✓		
3	Discipline			✓		
4	Integrity and behavior			✓		

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?			✓		
3	Rapport with the public when you interact with them?			✓		

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?			✓		
3	Responsibility towards your tasks/ areas of management assigned to?			✓		

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:- *Nawanganbandh*

P. R. Thakur
P. R. Thakur

Date:- *10/04/2023*

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution

S. Singh
Offi. Principal
RUKHAMA MAHILA MV
N/Bandh, Ia. A/Mor Di. Gondia

3. Thorough Analysis by GRC:

The Grievance Redressal Committee conducts a comprehensive analysis of the case, considering all relevant details. The committee then makes a decision, either unanimously or by vote, based on their findings.

4. Recommendation and Conveyance: The GRC conveys its recommendations to the College Management within one month of receiving the grievance. The decision of the Deciding Authority will be final, and necessary actions will be taken promptly.

This Grievance Redressal Policy and Procedure ensure a fair and efficient process for addressing concerns, maintaining transparency, and upholding the values of the institution.

7. FINANCIAL AID POLICY

1. Financial Assistance for Seminars and Conferences:

The institution provides financial assistance to staff members attending seminars, conferences, and publishing research papers in journals. This support encourages continuous learning, professional development, and contributes to the dissemination of knowledge.

2. Study Leaves for Teaching Staff:

Teaching staff is granted study leaves to pursue higher studies, fostering a culture of continuous learning and academic advancement. This initiative supports professional growth and expertise within the faculty.

3. Festival Advance:

Recognizing the significance of festivals, the institution offers a prior festival advance to both teaching and non-teaching staff. This financial support enhances the festive experience and helps meet related expenses.

4. Institutional Social Responsibility (ISR):

Under ISR, the college demonstrates a commitment to social welfare by providing financial aid in the form of fee concessions to students in need. This initiative ensures that financial constraints do not hinder students' access to education, promoting inclusivity and equal opportunities.

These initiatives collectively contribute to the overall well-being, professional development, and financial support of both staff and students, aligning the institution with principles of social responsibility and employee welfare.

8. WELFARE /MEDICAL SCHEMES POLICY

1. **Maternity Leaves:** Female staff members are entitled to maternity leave, ensuring a supportive and inclusive work environment that acknowledges and respects the needs of employees during significant life events.
2. **Free Health Check-up Camp:** Prioritizing the well-being of staff, the institution organizes periodic free health check-up camps. This initiative promotes preventive healthcare and ensures employees have access to necessary medical assessments.
3. **Flexible Working Hours:** To accommodate personal commitments, employees are allowed two instances of early departure and two instances of late arrival per month. This flexibility enables better work-life balance for personal responsibilities.
4. **Recreation Facility:** Recognizing the importance of a healthy work-life balance, recreational facilities are provided for staff members. These spaces promote relaxation and stress relief, contributing to overall well-being.
5. **Centralized Xerox Facility:** To enhance convenience, the institution offers centralized services such as photocopying at subsidized rates. This centralization streamlines accessibility and affordability for both staff and students.
6. **Wi-Fi Campus:** The campus is equipped with Wi-Fi accessibility for teaching and non-teaching staff, as well as students. This ensures seamless connectivity, facilitating educational and administrative tasks with the convenience of wireless technology.

These employee welfare initiatives reflect a commitment to creating a supportive and conducive work environment, promoting both physical and mental well-being among staff members.

9. TEACHER GAURDIAN POLICY

"Teacher Guardian" is an individualized form of counseling and guidance aimed at addressing the unique needs of students and fostering a friendly, supportive relationship on campus. This practice is designed to enhance the personal connection between students and teachers. In this role, the teacher serves as a mentor, initiating a mentoring process to establish healthy relationships with students.

While the system remains flexible, it operates within well-defined parameters. Each faculty member is assigned as the mentor for a group of 8-10 students, chosen by the head of the department. The teacher-mentor collects personal information from the students and provides necessary counseling. Any significant issues are brought to the attention of the head of the department.

To ensure accountability and continuity, a documented record of the mentoring process is meticulously maintained by both the mentor teacher and the head of the department for future reference. This structured approach ensures effective support and guidance for students throughout their academic journey.

Responsibilities:

"The Mentor plays a crucial role in the students' academic and personal development through the following responsibilities:

1. **Regular Meetings:** The Mentor schedules monthly meetings with the assigned group of students.
2. **Continuous Monitoring and Guidance:** Actively monitors, counsels, guides, and motivates students in all academic matters, ensuring their overall growth.
3. **Academic Advice:** Provides guidance to students on projects and other academic decisions.
4. **Parent/Guardian Communication:** Contacts parents or guardians when necessary, such as in cases of academic irregularities, negative behavioral changes, interpersonal issues, or any detrimental activities.
5. **Career Development Support:** Offers advice and support to students in their career development and provides professional guidance.
6. **Record Maintenance:** Maintains a detailed, progressive record of each student's academic and personal development, using the provided format for accurate documentation.

This comprehensive approach ensures that the mentor actively engages with students, providing both academic and personal support, and facilitates their holistic development throughout their educational journey."

10. Environment Sustainability, Waste Management and Green Initiatives

Our college is committed to the implementation, maintenance, and continual improvement of an environmentally friendly campus to minimize our carbon footprint. We prioritize pollution prevention and control, eco-friendly waste disposal, and green initiatives that contribute to sustainability and the preservation of our environment. The college actively encourages initiatives that involve the use of biodegradable and recyclable materials.

In alignment with the directives issued by both central and state governments concerning environmental matters, the college diligently implements all relevant policies. We strive to minimize the use of toxic, hazardous, and environmentally unfriendly substances whenever possible. Additionally, the biodiversity of our campus is safeguarded, reflecting our commitment to preserving the natural ecosystem.

Our institution adheres to a stringent and eco-friendly waste management mechanism. We actively promote initiatives to reduce plastic usage and minimize overall waste generation. By embracing these practices, we aim to contribute positively to the environment and create a sustainable and eco-conscious campus community."



Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
Rukhama Mahila Mahavidyalaya Nawegaon/ Bandh
Tah- Arjuni/ Mor. Dist- Gondia-441702

Website: www.rukhamamahilamv.com

Email ID: Rukhama.nawegaon@gmail.com

List of the teachers received financial support

Sr.No.	Year	Name of Teacher	Conference /Workshop	Financial support (Rs)
1	2019	Mr. Prashant Shahare	NSCASDIT-2019, Nagpur	500
2	2019	Mr. Akshay Behare	NSCASDIT-2019, Nagpur	500
3	2023	Ms. Monika Hatwar	The Indian Science Congress	500
4	2023	Ms. Nalini Gaikwad	The Indian Science Congress	500
5	2023	Ms. Chhabu Gahane	Gender equality national conference, Nagpur	500
6	2023	Ms. Meena Raut	Gender equality national conference, Nagpur	500
7	2023	Mr. Roshan Raut	BMCTDIT-2023, Nagpur	500
8	2023	Mr. Prashant Shahare	BMCTDIT-2023, Nagpur	500

अर्ज

प्रार्थी,

सौभाग्यनारायण प्राचार्य साहेब

मुख्यता महिला महाविद्यालय न. कांथ
थांचे सेवेसाठी

विषय : BMCTDIT-2023 वकशापला
उपाख्यत राहण्यासाठी आर्थिक महत्त
मिळण्याबाबत

महोदय,

सर् सविनय विनंतीपूर्वक अर्ज सादर
करतो की, श्री अजदार नाते प्रशांत कुमलदास
शाहारे, मला BMCTDIT-2023 वकशापला
उपाख्यत राहण्यासाठी आर्थिक महत्त मिळण्याबाबत
आपल्या मुख्यता महिला महाविद्यालयातून आर्थिक
महत्त मिळवून देण्याची कृपा करावी, लिपि विनंती

स्थळ: नेवेगाव/कांथ
दिनांक: 20/03/2023

आपला आस्थाधारक
प्रशांत के. शाहारे
Prashant



Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
Rukhama Mahila Mahavidyalaya Nawegaon/ Bandh
Tah- Arjuni/ Mor. Dist- Gondia-441702

Website: www.rukhamamahilamv.com

Email ID: Rukhama.nawegaon@gmail.com

Date: 25 Mar 2023

To,

Mr. Prashant Sahare

Asst. Professor (Department of Physics)

Rukhama Mahila Mahavidyalaya Nawegaon bandh

Subject: Approval of financial support to attend the workshop.

Dear sir,

I am writing to inform you that your request for financial support to attend the workshop has been approved. We believe that this workshop will greatly benefit your professional development, and we are happy to provide the necessary funds to make it possible.

We understand the importance of professional development and continuous learning for our educators, and we commend you for taking the initiative to participate in this workshop. We are confident that it will enhance your teaching skills and ultimately benefit our students' academic growth.

Please ensure that all expenses related to the workshop are properly documented and submitted for reimbursement in a timely manner. Thank you for your dedication to improving your teaching practice, and we look forward to hearing about the positive impact of this workshop on your work.

Sajmal
Off. Principal
RUKHAMA MAHILA MV
N/Bandh, Ia. A/Mor. Di. Gondia

Your Sincerely



One Week National School On Computer Assisted Spectroscopic Data Interpretation Techniques (NSCASDIT-2019)



Organized by

Department of Physics R. T. M. Nagpur University

In collaboration with

Material Research Society of India, Nagpur Chapter


Dharampeth M. P. Deo Memorial Science College, Shri Shivaji Science College, Nagpur


January 7-11, 2019

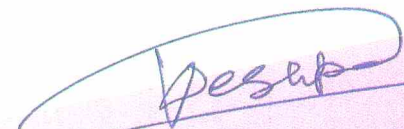


CERTIFICATE

This is to certify that ~~Dr~~/[✓]Mr/~~Ms~~/[✓]Mrs. *Prashant shahare*.....
of.....*R.M.M. Nawegaon/Bandh*.....has participated / presented a poster
and obtained.....[✓]*A*.....grade in one week National School on Computer
Assisted Spectroscopic Data Interpretation Techniques (**NSCASDIT-2019**)
held at Department of Physics, Rashtrasant Tukadoji Maharaj Nagpur
University, during January 7-11, 2019.


Dr. (Mrs.) S. A. Acharya
Convener


Dr. S. V. Moharil
President, PP & CT


Dr. V. K. Deshpande
President, MRSI Nagpur Chapter



One Week National School On Computer Assisted Spectroscopic Data Interpretation Techniques (NSCASDIT-2019)



Organized by

Department of Physics R. T. M. Nagpur University

In collaboration with

Material Research Society of India , Nagpur Chapter

Dharampeth M. P. Deo Memorial Science College, Shri Shivaji Science College, Nagpur


January 7-11, 2019




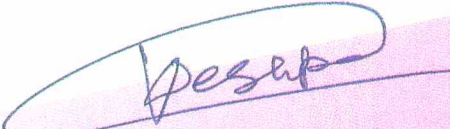
CERTIFICATE



This is to certify that ~~Dr/Mr/Ms/Mrs~~ **Akshay Behare**.....
of....**R.M.M. Nawagam/Bandh**.....has participated / presented a poster
and obtained.....**A**.....grade in one week National School on Computer
Assisted Spectroscopic Data Interpretation Techniques (**NSCASDIT-2019**)
held at Department of Physics, Rashtrasant Tukadoji Maharaj Nagpur
University, during January 7-11, 2019.


Dr. (Mrs.) S. A. Acharya
Convener


Dr. S. V. Moharil
President, PP & CT


Dr. V. K. Deshpande
President, MRSI Nagpur Chapter



THE INDIAN SCIENCE CONGRESS ASSOCIATION

(Professional Body under Department of Science & Technology,
Ministry of Science & Technology, Government of India)

14, Dr. Biresw Guha Street, Kolkata - 700 017

Participation Certificate

This is to certify that Prof./Dr./Shri/Smt. Ms. Monika G.

Hatwar of Rukhama Mahila

Mahanidalya Nawagam/Bandh

has participated in the 108th Indian Science Congress held at Rashtrasant
Tukadoji Maharaj Nagpur University, Nagpur, Maharashtra from
January 3 to 7, 2023.

His/Her Membership Number is.....

Date.....




General Secretary
(Signature)



THE INDIAN SCIENCE CONGRESS ASSOCIATION

(Professional Body under Department of Science & Technology,
Ministry of Science & Technology, Government of India)

14, Dr. Biresw Guha Street, Kolkata - 700 017

Participation Certificate

This is to certify that Prof./Dr./Shri/Smt. Ms. Nalini P.
Gaikwad of Rukhama Mali'lo
Maharidalya Nawegaon/Bandh

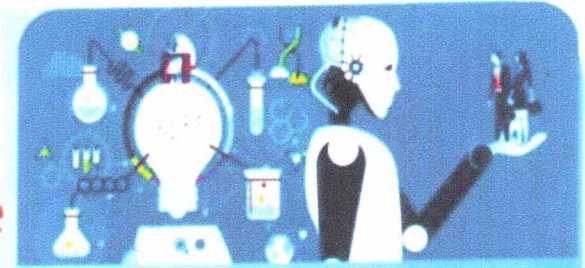
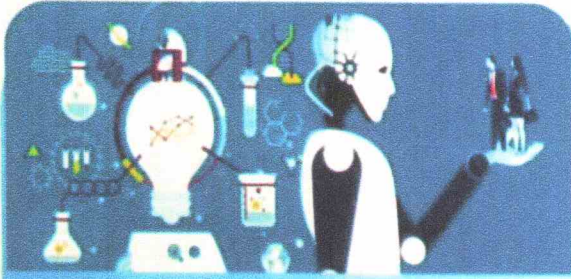
has participated in the 108th Indian Science Congress held at Rashtrasant
Tukadoji Maharaj Nagpur University, Nagpur, Maharashtra from
January 3 to 7, 2023.

His/Her Membership Number is.....

Date.....



[Handwritten Signature]
General Secretary
(Signature)



National Conference

to celebrate

"International Women's Day on Gender Equality in S & T for sustainable Future"

in association with

**National Academy of Sciences, India (NASI), Nagpur Chapter &
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**



Certificate of Participation

14th - 15th March 2023

This Certificate is presented to ~~Prof./Dr./Mr./Mrs/Ms.~~ *Chhabu K. Gahane* from

Rukhama Maula MV. Nawegam / Banda has participated / presented paper in National

Conference to celebrate International Women's Day on "Gender Equality in S & T for sustainable future" held on

14th - 15th March 2023 at Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The title of the presentation was

Dr. Smita Acharya

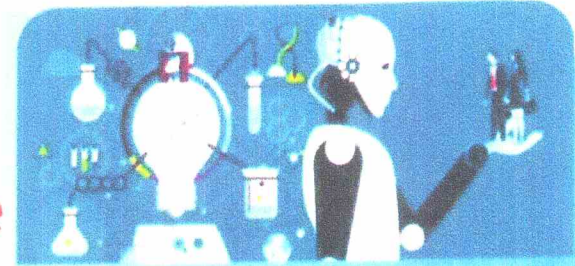
Secretary, NASI, Nagpur Chapter
Director, IQAC

Prof. N. S. Gajbhiye

Chairman, NASI,
Nagpur Chapter

Dr. Arti Shanware

Coordinator



National Conference

to celebrate

“International Women’s Day on Gender Equality in S & T for sustainable Future”

in association with

**National Academy of Sciences, India (NASI), Nagpur Chapter &
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**



Certificate of Participation

14th - 15th March 2023

This Certificate is presented to ~~Prof./Dr./Mr./Mrs/Ms.~~ Meena B. Raut from

Rukhama Mahula MV. Nawegam/Bandh has participated / presented paper in National Conference to celebrate International Women’s Day on “Gender Equality in S & T for sustainable future” held on 14th - 15th March 2023 at Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The title of the presentation was

Dr Smita Acharya

Secretary, NASI, Nagpur Chapter
Director, IQAC

Prof. N. S Gajbhiye

Chairman, NASI,
Nagpur Chapter

Dr Arti Shanware

Coordinator



Summer School on Basic Materials Characterization Techniques & Data Interpretation Tools (BMCTDIT-2023)



Organized by

Department of Physics, R. T. M. Nagpur University, Nagpur

In Collaboration with

Materials Research Society of India, Nagpur Chapter

CERTIFICATE

This is to certify that Dr./Mr./Ms./Mrs. *Rashan Bandu Raut*
affiliated to *Rukhama Mahila Mahavidyalaya N/B* has participated and
secured *2nd* grade in **Summer School on Basic Materials Characterization Techniques
& Data Interpretation Tools (BMCTDIT-2023)** held at **Department of Physics, Rashtrasant
Tukadoji Maharaj Nagpur University, Nagpur** during **27th March - 1st April, 2023**.

Dr. S. A. Acharya

Organizing Secretary &
President MRSI, Nagpur Chapter

Dr. O. P. Chimankar

Head, Department of Physics,
R. T. M. Nagpur University, Nagpur



Summer School on Basic Materials Characterization Techniques & Data Interpretation Tools (BMCTDIT-2023)



Organized by

Department of Physics, R. T. M. Nagpur University, Nagpur

In Collaboration with

Materials Research Society of India, Nagpur Chapter

CERTIFICATE

This is to certify that Dr./Mr./Ms./Mrs. Prashant Kamaldas Shahare
affiliated to Rukhama Mahila Mahavidyalaya N/B has participated and
secured 1st grade in **Summer School on Basic Materials Characterization Techniques
& Data Interpretation Tools (BMCTDIT-2023)** held at Department of Physics, Rashtrasant
Tukadoji Maharaj Nagpur University, Nagpur during 27th March - 1st April, 2023.

Dr. S. A. Acharya

Organizing Secretary &
President MRSI, Nagpur Chapter

Dr. O. P. Chimankar

Head, Department of Physics,
R. T. M. Nagpur University, Nagpur

BHASKAR V. MARWADE
GOVT. AUTHORIZED AUDITOR
GOVT. CERTIFIED AUDITOR
B. COM. M. A. ECO, GDCA
MOB- 9423415652, 9975230605.

EMAIL - bhaskarmarwade24@gmail.com


OFF- POST OFFICE SQUARE, MUSLIM LIBRARY ROAD, ABOVE PRAKASH OPTICALS, BHANDARA - 441904.

RUKHAMA MAHILA MAHAVIDYALAYA NAVEGAON / BANDH DIST. GONDIA (M.S.)
RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDING 31 ST. MARCH, 2020.
(Run by Kamalgovind United Welfare Society Navegaon/Bandh Dist. Gondia)

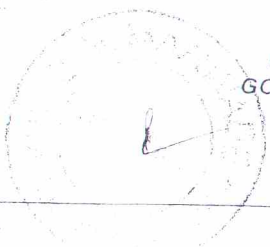
RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
OPENING BALANCES		HONORERIU TO STAFF	
Cash in hand	48.66	To Teaching & Non Teaching Staff	
With Bank a/c no- 1021	5386.74	To Lecturer 1 x 45000 x12	540000.00
		To Other Lecturer 9 x 6000 x 10	540000.00
GRANT IN AID		To Non Teaching 13 x 3000 x12	468000.00
Tution Fees from			1548000.00
From S.W.O Gondia	581212.50	BUILDING RENT	36000.00
From T. D. P. O. Deori	491575.50		
	1072788.00	CONTINGENCIES	
DONATIONS		Examination fees paid to University	43173.00
Received during the year	0.00	Yearly Affilation fees	5000.00
		University Enrolment fees	4730.00
TEMP. ADVANCES		Yearly Contination fees	10000.00
From Society	683700.00	Electricity	5825.00
		Audit fees	2000.00
		Printing	1500.00
		Travelling	2365.00
		Practical Exam. Exp.	0.00
		Cultural Activities	4285.00
		Stationery	5235.00
		News Paper bill	7200.00
		Office exp.	2345.00
		Advertisement	3450.00
		Repair & Maintenance	2185.00
		Telephone Bill	7450.00
		Bank Commi. & S.M.S. charges	70.80
		No dues fees to University	20520.00
		Postage	340.00
			127673.80
		HOME SCIENCE PRACTICAL MATERIAL	
		Kirana	16525.00
		Frut & Vegitable	12360.00
		Fire Gas	2865.00
		Cloth Material	4235.00
		Medicine	845.00
			36830.00
		PURCHASES OF	
		Library Books	0.00
		Sports Equipments	0.00
		Science Equipment	4235.00
		Furniture	0.00
		Utencial	0.00
		Dead Stock	0.00
		Educational Equipment	2580.00
			6815.00
		CLOSING BALANCES	
		Cash in hand	37.16
		With Bank a/c no- 1021	6567.44
			6604.60
TOTAL RS.	1761923.40	TOTAL RS.	1761923.40

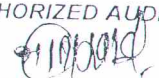
Cewrtified that the figures shown in the above Financial statement of Rukhama Mahila Mahavidyalaya Navegaon / Bandh DIST. GONDIA (M.S.) for the year ending 31 st. march, 2020. agree with the books of account maintained which have been audited by us and are found to be correct.

BHANDARA -
DATE - 20 June, 2020.


Off. Principal
RUKHAMA MAHILA MV

N/Bandh, Ia. A/Mor Di, Gondia



BHASKAR V. MARWADE
GOVT. AUTHORIZED AUDITOR

(B. V. MARWADE)
Regd. No - 95/2016

BHASKAR V. MARWADE
GOVT. AUTHORIZED AUDITOR
GOVT. CERTIFIED AUDITOR
B. COM. M. A. ECO, GDCA
MOB- 9423415652, 9975230605.
EMAIL - bhaskarmarwade24gmail.com

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RUKHAMA MAHILA MAHAVIDYALAYA NAVEGAON / BANDH DIST. GONDIA (M.S.)
RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDING 31 ST. MARCH, 2023.
(Run by Kamalgovind United Welfare Society Navegaon/Bandh Dist. Gondia)

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
OPENING BALANCES		HONORERIUM TO STAFF	
Cash in hand	325.10	To Teaching & Non Teaching Staff	
With Bank a/c no- 078	5986.44	To Lecturer 1 x 45000 x12	540000.00
		To Lecture 1x45000x3	135000.00
GRANT IN AID		To Lecture 1x45000x1	45000.00
Tution Fees from		To Lecturer 14x 5000 x 10	700000.00
From S.W.O. Gondia		To Non Teaching 13 x 2000 x12	312000.00
& T. D. P. O. Deori	277651.40		1732000.00
		BUILDING RENT	36000.00
DONATIONS			
Received during the year	0.00	CONTINGENCIES	
		Examination fees paid to University	72492.00
TEMP. ADVANCES		Yearly Affilation fees & No dues	22548.00
From Society	2091000.00	University Enrolment fees	10340.00
		Yearty Contination fees	10000.00
		Electricity (Per Month 500)	6000.00
		Audit fees	2000.00
		Printing	1500.00
		Travelling	6250.00
		Practical Exam. Exp.	72500.00
		Cultural Activities Gatharing prog.	45550.00
		Stationery	3727.00
		News Paper bill	8640.00
		Office exp.	3245.00
		Advertisement	13440.00
		Repair & Maintenance	14900.00
		Telephone & Net Bill	8481.00
		Bank Commi. & S.M.S. charges	391.99
		Infrastructure Development & Augmentation	107512.00
		Sanitary Pad Vending Machine	31000.00
		Solar Panel, & Inverter	52400.00
		Furniture Ramp	2500.00
		Dustbin, & Fire Bucket stand	12200.00
		Postage	435.00
			508051.99
		HOME SCIENCE PRACTICAL MATERIAL	
		Kirana	37000.00
		Frut & Vegitable	3645.00
		Fire Gas	3540.00
		Cloth Material	2635.00
		Medicine	1275.00
			48095.00
		PURCHASES OF	
		Library Books	3650.00
		Sports Equipments	2435.00
		Science Equipment	10330.00
		Furniture	10250.00
		Utencial	3785.00
		Dead Stock	2740.00
		Educational Equipment	3125.00
			36315.00
		CLOSING BALANCES	
		Cash in hand	194.60
		With Bank a/c no- 078	14306.35
			14500.95
TOTAL RS.		TOTAL RS.	
	2374962.94		2374962.94

Cewrtified that the figures shown in the above Financial statement of Rukhama Mahila Mahavidyalaya Navegaon / Bandh DIST. GONDIA (M.S.) for the year ending 31 st. march, 2023. agree with the books of account maintained which have been audited by us and are found to be correct.

BHANDARA -
DATE - 20 September, 2023.



BHASKAR V. MARWADE
GOVT. AUTHORIZED AUDITOR

(B. V. MARWADE)