JAI MAHAKALI SHIKSHAN SANSTHA'S
RANIBAI AGNIHOTRI INSTITUTE OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY, WARDHA
Approved by AICTE, New Delhi, Recognised by Govt. of Maharashtra & Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
Ramnagar, Bapuji Wadi, Wardha-442001, Maharashtra, India
Email : raicitprincipal@gmail.com   Web : www.raicit.org   Phone : 07152- 241075 Fax : 250159
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Institutional Development Plan

INTRODUCTION

Ranibai Agnihotri Institute of Computer Science and Information Technology was established in 1999 in Wardha, Maharashtra. It is a pioneer, self-financing, co-educational Institution. It is affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University. Well-equipped laboratories, rich library, qualified and experienced staff high academic standard have made the institute one of the premier institutions in Maharashtra The Agnihotri group of Institutions is a large tree of education in this region which is flowering and fruiting since last decades . The branch to this tree in the form of college RAICSIT started in 2007 . The idea was to give facility to brilliant students of this region for computer science and Managment education . In addition to the academic education we are also interested in developing Indian Sanskar, culture and discipline among students. We wish to enhance our wings at global level and launch academic programs in collaboration with international universities and institutions. We look forward for bright, excellent and meaningful future of our students.

Jai Mahakali Shikshan Sanstha is emerging as one of the largest networks of educational institution in the Vidarbha region. It was established by Hon'ble Pandit Shankarprasadji Agnihotri in 1985 as result of dedication and motivation of Late Smt. Ranibai Agnihotri who was inspired by our father of the nation Mahatma Gandhi and Vinobaji Bhave. Henceforth the college has been named after her as RAICSIT. Although Jai Mahakali Shikshan Sanstha had a very humble beginning, still its growth during the last 22 years as educational institution is remarkable and astonishing. It has now grown up with More than 20 educational units of various kinds,right from pre-primary school to post graduate institutions. The social commitment and humanitarian outlook of Hon'ble Pandit Shankarprasadji Agnihotri is reflected in a various relevant project.

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Vision

"To provide affordable quality education, while equipping students with knowledge and skills in their chosen stream, inculcate values, identify hidden talents, provide opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings".
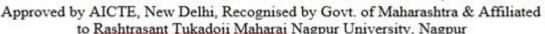
- Excellent & Efficient Professionals,
- Responsible & Sensible Citizens,
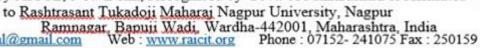- Kind and Compassionate Human Beings

Mission

"The Mission of the department is to train the student in latest technologies, achieve based standards in theoretical and practical and aspects: apart from involving them in live project in collaboration with industries to develop indigenous and appropriate technologies at low cost to help the rural people".

To fulfill our Vision and Mission, We do following needful measures.

- To improve the quality of academic inputs constantly.
- To promote knowledge and value based education. To train the students for self-employment.
- To provide quality education to masses with updated infrastructural facilities and services at relatively reasonable cost.
- To develop the spirit of patriotism, discipline and a sense of social responsibility by following the principles and ideologies of Mahatma Gandhi and Acharya Vinoba Bhave.
- To educate the students in Computer Science, Management, Commerce and various branches of Management, Computer Science with a perspective of enriching their practical knowledge.
- To bring about overall development of independent personality and professional callibre in the student.
- To inculcate in the students' mind national integrity, patriotism, discipline and obligation to society.

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1. INSTITUTIONAL BASIC INFORMATION

1.1 Institutional Identity:

- Name of the Institution: **Ranibai Agnihotri Institute of Computer Science & Information Technology, Wardha.**

- Name of the Head of the institution: **Dr. Ritesh S. Sule**

- Designation :   **Principal**

- Does the institution function from its own campus?   **Yes**

- Phone no./Alternate phone no. :   **02763289081**

- Mobile no :   **9359017949**

- Registered e-mail :   **raicitprincipal@gmail.com**

- Alternate e-mail **:**   **raicsit2001@gmail.com**

- Address At & Post: **Ram Nagar, Wardha, Ta. Wardha, Dist.: Wardha**

- City/Town :   **Wardha**

- State/UT :   **Maharashtra**

- Pin Code :   **442001**

- Affiliated /Constituent   **Affiliated to Rashtrasant Tukdoji Maharaj University, Nagpur**
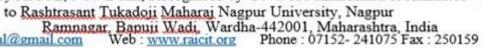
- Type of Institution   **Co-education**

- Location   **Rural**

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- Is the Institution approved by regulatory body (UGC)? **Yes**

- Furnish approval no.   **Approved by UGC under 12B and 2F**

Name of Head of Institution

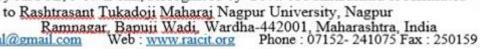| Head	Name	Mobile	E-mail
Head of the Institution	Dr. Ritesh S. Sule	9175885185	
IQAC Coordinator	Dr. Shraddha R. Wani	9145320406	Shraddha.wani15@gmail.com
IDP Coordinator	Mr. Sachinji Agnihotri	9822233170	
Nodal Officer for…..			
Academic Activities	Dr. Smita Kalokar	7666374569	smitakalokar@gmail.com
MIS	Prof. Saif Qazi	8390710465	saifqazi52@gmail.com
Office Supretendant	Mr. Yogesh Thakare	9822260095	yogeshthakre95@gmail.com
Financial aspects	Mr. Chandraprakash Paliwal		

1.2 Academic Information:

• UG/PG/PhD programs offered in Academic year 2023-24

Sr. No.	Title of programs	Level (UG, PG)	Duration (Years)	Year of starting	sanctioned annual Intake	Total student strength
1	BCA	UG	3	2004	120	259
2	BBA	UG	3	2004	120	52
3	BCCA	UG	3	2004	120	33
4	MCA	PG	2	2001	40	67
5	MBA	PG	2	2009	60	76

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1.3 Establishment Details

Year of Establishment: 1965

1.4 Accreditation Details

• Whether Institution is Accredited ? : YES

• Accreditation Status of College:

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle-1	B	2.02	2024	06/04/2024	05/04/2029

1.5 Faculty Status

Faculty Rank	No. of sanctioned regular posts	Present Status : No. in position by Highest qualification		Total no. of regular faculty in position		Total Vacancies	Total No. of Management Appointed faculty in position
		Doctoral Degree		Master's Degree			
		Regular	Management Appointed	Regular	Management Appointed		
Principal	1	1	0	0	0	0	1
Associate Professor		0	0	0	0	0	0
Assistant Professor	25	4	4	21	21	0	25
Total	26	5	4	21	21	1	26

1.6 Course and Examination

As an affiliated College of **Rashtrasant Tukdoji Maharaj University, Nagpur**, the College has to follow the syllabus prescribed by the University for the courses offered in BCA, B.Com (CA), BBA, MBA and MCA programs. The college offers 5 (3 UG and 2 PG) programs. Objective Based & Choice Based Credit(OB&CBCS), Choice Based Credit System (CBCS), and semester system have been implemented in

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all programs. In UG and PG Programs, professional ethics, communicative skills in different languages taught in the college, promotion of self-learning group studies, vocational training, transferable life skills, add-on courses/programs, educational tours and fieldwork occupy a significant place under general studies. Experimental Learning, Problem Solving, Practical and Communicative Skills, Computer Knowledge, General Awareness and Women Issues also receive emphasis in dealing with the Curricular Aspects.

Examination

The college is affiliated to **Rashtrasant Tukdoji Maharaj University, Nagpur** and hence the systems mandated by the University are to be strictly followed by the college.

• The University in all UG and PG programmes has introduced Objective Based & Choice Based Credit, Choice Based Credit and Semester. University has introduced a system for both Continuous internal evaluation (CIE) and End Semester evaluation (ESE).

• The ratio of the weightage of marks in core compulsory subject is 70% through External Exam and 30% through continuous internal evaluation as per the university rule.

• The CIE includes:
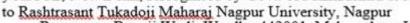
      o MCQ

      o Assignments

      o Seminars
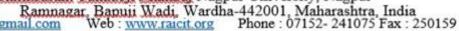
      o Book review

      o Projects

• Mark sheets of internal evaluation marks gets circulated. The rechecking/reassessment system in the internal examination is available. The rules for gracing decided by the examination committee are communicated to students.

• The external practical examinations are also conducted and the result is submitted to the university by examiner.

1.7. Students' Profile (2023-2024)

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Gender wise

Gender	Computer Science		Management		Total
	UG	PG	UG	PG	
Male	150	36	56	48	290
Female	111	28	30	28	197
Total	261	64	86	76	487

1.8. Facilities (Lab/Library/Hostel)

- Students can access computer lab for practical execution and practicing.
- For accessing detail knowledge of subjects student can visit library and issue new books and read in library also in college full time.
- Students have hostel facilities in a very less amount with food facility also.

1.9. Research and Development

The institution has always been positive and genuine in creating an academic atmosphere that is encouraging, creative, innovative and progressive to all the stakeholders. The entire teaching learning process, the utmost purpose has been to create a bunch of students and teachers who excel in whatever they are engaged and to promote flavour for research and development. The Institution has constituted a Research Committee to promote, facilitate and monitor research activities in the College.

The following initiatives have been taken for creation and transfer of knowledge in the institution.

• Separate research laboratories have been established by Chemistry, Botany and Zoology Departments, in which the equipment for research, glassware and chemicals have been supplied to students of PG and Ph.D do their research work easily and successfully.

• The Research Committee encourages and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies.

• The teachers are encouraged to apply for recognized research of affiliated University.

• It also helps departments in submitting seminar proposals and motivates the teachers to pursue Ph. D. studies.

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• The institute encourages and facilitates the faculties for attending seminars/workshops and presenting their research papers.

• The institute also encourages the faculties for publishing research papers.

• The teachers are encouraged for publishing research papers. They are provided with umpteen opportunities to submit innovative research papers, publish them as chapters, books and in journals with ISBN and ISSN respectively.

• The Research committee upholds ethics in research activities and encouraged teachers for

• Interdisciplinary collaborative research work with social commitment

1.10. Sports and Culture

SPORTS AND YOGA FACILITIES:

Along with the academic development of a student, it is essential that an educational institution should take care of the physical and athletic capabilities also. The institution has always tried to produce students who become part of the University and State level teams. The Physical Director conducts intercollegiate tournaments and Annual Sports Day every year. Necessary playgrounds, equipment, kits and sportswear are all provided with. Both students and faculty use the indoor and outdoor gymnasium. The College participated in almost all university level sports competitions and performed well. Many students got selection for all-India inter- university competitions during the last five years. The college facilitated the sportspersons who have selected for the inter-university team. Yoga and Meditation training sessions are conducted for both students and faculty. International Yoga Day is celebrated every year. The institution frequently organizes a session for meditation, relaxation techniques and stress management, such as laughter therapy.

CULTURAL FACILITIES: The overall development of a scholar, of course, includes nurturing the cultural and artistic talents too. The college is home for immensely talented students and faculties who take care to nurture the innate talents of the students. The 'Saptdhara' and Cultural Committee focus on polishing the skills of students, under the guidance of the faculty in charge. The college has one open-air multipurpose Stage and two halls which are used for organizing the major cultural events of the college. The college takes part in the University Youth Festival every year. We provide training for the students to participate in the youth festival, along with necessary costumes and props for the group events. The institution organizes Annual Day and Traditional Dress Day every Year. The college facilitated the students who have performed well in the Youth Festival and cultural events.

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SWOC Analysis of the Institution

Institutional Strength

- Well experienced, full time In-hours faculties to develop cutting edge knowledge.
- Excellent infrastructure, e-campus.
- High-tech AC rooms with digital panel & laboratories equipped with PC and large LED monitor.
- State of the art laboratories for wireless communications etc.
- Regular guest lectures and seminars.
- Customized curriculum designed as per the needs of the existing corporate sector.
- More than 5000 books are available at library.
- Free hostel facility to all backward class students.
- Scholarship facility for eligible candidate.
- Faculty takes interest in publication of research paper in various conferences regularly from this year.
- The institute is centrally located in a civilian area of wardha.
- It is 1 km away from railway station & the same from bus stand & 15 minute drive from historical places i.e. Sewagram & Pavnar.
- The college campus has a well spacious area with an excellent surrounding and incorporates amenities like Conference hall, Auditorium, well stocked library, canteen, students hostel, indoor and outdoor games facility, Gymnasium and extensive playground which is spread over 12 Acers of land.

Institutional Weakness

- Principal & Professor post is vacant.
- Lack of reference books of new syllabus in library department.
- Lack of flexibility in admitting other than Maharashtra state students for degree programs.
- Girl students need to be encouraged to participate more in extracurricular activities
- Lack of flexibility in introducing innovative and job and entrepreneurial development degree program.

- Improved hostel lodging is needed for girl students

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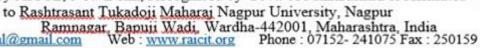
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Institutional Opportunity

- To be one of the recognized Institutions of computer science and management.
- In growing economic scenario, Average salary packages would go up and quality of intake would be improved.
- To further upgrade the quality in higher education to prepare the students to cope with the pace of the world and be globally competitive workforce and citizens.
- To build moral fiber and Integrity in the educational system.

Institutional Challenge

- Low fee structure, huge pay related expenses and maintenance of the college poses a barrier for infrastructure developmental initiatives due to decreasing fund every year.
- Students with diverse background with diverse needs. Improving number of students opting for entrepreneurship. Recruiting highly experienced faculty.
- More self-sufficiency in admission procedure to attract other state students.
- Inconsistency in pay scales between aided and unaided teachers.

GOALS, OBJECTIVES AND ACTIVITIES

- **Goals** are broad intentions that we expect to accomplish during the plan period.

- **Objectives** are actions that we expect to accomplish for each strategic goal.

- **Activities** are tasks which are to be carried out by Committees and Departments

PLANNING AND EXECUTION STRATEGY

Strategic Goals are prepared after consulting stakeholders such as Teachers, Students, Parents, Governing Body, Alumni, well-wishers etc. A SWOC analysis be done based on which the Strategic Goals be prepared for the Institution. Some suggestive goals are given below. Strategies Plan for institutional development based on SWOT analysis.

GOAL-01 IMPROVE INSTITUTIONAL EFFECTIVENESS, ACADEMIC QUALITY, ACCOUNTABILITY, AND PERFORMANCE.

OBJECTIVE 1.1: IMPROVE INSTITUTIONAL EFFECTIVENESS.

• All the activities of the college will follow the motto "Green Campus and Clean Campus".

• Display the Code of Conduct for students at the entrance of college along with the Vision and Mission of the Institution.

• Code of Conduct for teachers and Outcomes of the programmes are to be displayed in the department.

• Maintain the List of Honour and Faculty List in the department.

• Code of Conduct for Lab Assistants and Laboratory Rule are to be exhibited in the lab.

• Code of Conduct for non-teaching staff to be displayed in the Office .

• Display the Library Rules and Code of Conduct for non-teaching staff in the library.

• Maintain a good public address system with speakers in all varandhas (Classrooms) of the campus for effective communication from the Principal Office.

• Wearing an ID Card inside campus is to be implemented strictly for both staff and students.

• No one is permitted to campus without an ID card and only allow the people into the campus by registering their purpose of visit and time at the entrance.

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• The IQAC has to produce an annual report and placed on college website and in Library.

• Academic Calendar for each academic year is prepared in tune with the IDP and ensures that it is strictly followed .

• IQAC will arrange a meeting with HODs regularly to report the activities conducted in the last month.

• For addressing the grievances of students, arrange a Complaint/Suggestion Box in every department.

• Coordinators of all Committees/Clubs should prepare a plan of action and Submit it to IQAC. Also submit a report of programmes conducted to IQAC.

• Arrange all meetings with the staff only after 3 pm.(except in emergency situation)

OBJECTIVE 1.2: MAINTAIN GREEN CAMPUS CLEAN CAMPUS.

ACTIVITIES :

• Maintain the Anandivan - a Botanical Garden having about 10000 plants and spread on about 25 acres of land.

• Develop 2/3 Nature Class at Anandivan.

• Develop new landscaping in Campus to make it more beautiful.

• Install Water harvesting and Drip Irrigation System in Campus to prevent water.

• Make Campus plastic free.

• Establish Nature Club.

OBJECTIVE 1.3: IMPROVE ACCOUNTABILITY, AND PERFORMANCE.
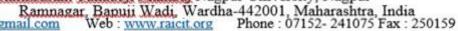
ACTIVITIES : Faculty In-charges:

• Arrange Meeting with Faculty I/Cs for academic Time Tables to avoid overlapping of lectures of common subjects.

• Arrange academic calendar of the college with internal examination and common activities.

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Heads of the Department :-

• Arrange a department level meeting on the very first day of the reopening of college.

• Allot the classes to teachers and give directions to teachers to prepare a course plan at the beginning of each semester.

• Design the Vision and Mission of the Department in consultation with the faculty in the Department.

• Charge of the functioning of the Department in academic and administrative matters.

• Propose the annual plans/master plan of the concerned department for the next academic year in consultation with the teachers in the department and submit proposals to the Principal·

• HoD should ensure that classes are engaged as per the time table.

• Submission of study tour proposal (if it is included in the University syllabus) through Principal one month in advance.

• Hold departmental meetings at least once in a month and record the same in the minutes.

• Attendance and CE marks of the students are to be published in the Department notice board and the complaints, if any, are to be resolved in time and then.

• Communicate all the information received from the Principal and decisions of the Management to the staff and if required to the students.

• Forward the leave application form of subordinate staff to the Principal only after ensuring alternate arrangements for their classes and No periods should be left free, Head of the department has the privilege to temporarily assign a member of staff to teach a class in the absence of a teacher.

• Not forward the leave applications, if the total percentage of teachers presented is below 50 % in the department. In case of illness or emergency, it can be granted.

• Ensures the timely completion of portions assigned to subordinate staff and follows up the progress of duties assigned to subordinate staff.

• Present a progress report in the meeting arranged with IQAC and submit a copy of the same to both Principal and IQAC.

• HoD shall keep departmental inventory and stock register and should be handed over to the successor when he/she relieves/retires from the post.

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Teachers :-

• Prepare a course plan at the beginning of each semester and get it signed by HoD.

• Do the duties assigned by the Principal/HoD without failure.

• Failure in engaging classes in the right time as per time table/assigned by HoD is the strict violation of Code of Conduct if they are presented in college campus and are not assigned duties elsewhere.

 • Wear an ID Card inside the campus.

• Complete the allotted portion before the commencement of Internal Examination of UG programme. For PG programme (If the portions are not completed within the direct teaching hours, use online mode for the completion. No excuse shall be given in meeting the requirements)

• Teachers are advised to adhere to the time prescribed by the University.

• Not allowed to avail duty leaves more than 30-40 % of total working days.

• Take the regular attendance of the Students.

• Avoid the visit to the office and other departments in the working hours unless they are wanted by the Principal.

• Any matter related to the service of teachers has to be communicated with the Principal in written form and Not process any file in the concerned section of the office without the permission of the Principal.

• Any communication from the office to teachers should be conveyed to the department/teacher in a file through the Office Attendant.

OBJECTIVE 1.4: IMPROVE E-GOVERNANCE AND ALUMNI ENGAGEMENT.
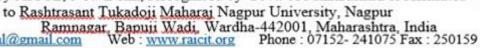
ACTIVITIES

• Introduce College Management System (CMS) Software for the implementation of e-governance in :-

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o Planning and Development

o Administration

o Examination

o Finance and Accounts

o Student Admission and Support

• Contributions of the Alumni to the development of the institution (through financial and non financial)
• Start Alumni Lecture Series for students.

• Make Alumni Association more strong and vibrant.

GOAL-02: STRENGTHEN THE TEACHING AND LEARNING PROCESS

OBJECTIVE 2.1: IMPROVE ACADEMIC INFRASTRUCTURE.

ACTIVITIES

• Develop new smart class rooms.

• Purchase of AV aids.

• Enhancement in Charts/Modals

• Purchase some new academic soft wares.

OBJECTIVE 2.2: TEACHERS TRAINING.

ACTIVITIES

• Organize Training Programme

• Organize FDP

• Encouraging Teachers for attending subjective Seminars/Workshops.

• Arrange Orientation and Refresher Courses

• Software training

JAI MAHAKALI SHIKSHAN SANSTHA'S

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NAAC Accrediated

• Computer training to make Teachers ICT enabled

• The faculties are encouraged to train themselves in ICT in addition to the traditional chalk and talk method.

• Training for Online Teaching and Academic Video Making.

OBJECTIVE 2.3: ENHANCEMENT IN LEARNING ACTIVITIES.

ACTIVITIES

The students are an important part of the entire educational system and therefore, for a better understanding of the subject, teachers practice various teaching-learning methods.

• Lecture Method, Interactive Method, and Project-based learning. • Computer-assisted learning, Experimental learning/ Practicals.

• Conducting and participating in seminars and workshops.

• Training through working models.

• Industrial/ field/ Educational visits/ Field training.

• Expert's lectures,

• Language lab

• Use of LCD and OHP and other audio-visual aids.

• Peer interaction and learning Group discussion and debates.

• Using Charts, models, slide etc.

GOAL-03: ENRICH OVERALL DEVELOPMENT AND SELF-EMPLOYMENT /ENTREPRENEURIAL SKILLS OF STUDENTS.

OBJECTIVE 3.1: IMPROVE PHYSICAL INFRASTRUCTURE FOR SPORTS AND CULTURAL ACTIVITIES. ACTIVITIES

• Development of Outdoor and Indoor Sports Stadium.

- Enhancement of Sports Equipment.

- Enhancement of Cultural Facilities.

OBJECTIVE 3.2: ORGANIZING MORE SPORTS, CULTURAL AND COCURRICULAR ACTIVITIES AND TRAININGS. ACTIVITIES

- Arrange Sports Training Camps

- Participation in University and Inter University Level Sports and Cultural Events.

- Organize more Co-curricular activities

- Enhance the participation of Students in Sports and Cultural activities.

OBJECTIVE 3.3: TO INITIATE MEASURES FOR SELF–EMPLOYMENT/ DEVELOPMENT OF ENTREPRENEURIAL SKILLS.

ACTIVITIES

- Job oriented training will be provided to motivate students.

- Training shall be imparted time to time through industrial experts or skilled Master trainer.

- Linkages will be established with the recruiting agencies and Industries for campus selection.