

Establishment : June 1992

Sahajivan Shikshan Prasarak Mandal (Tehu) Sanchalit



Rani Laxmibai Mahavidyalaya Parola

Dist.Jalgaon 425111 Tel:-02597-292665,292666

U.G.C-2F&12B(8-211/2005CPP-1D:2011)

Website: www.rlcollegeparola.org | E-Mail: principalrlcparola@gmail.com

Ad.Kakasaheb Vasantrya More

Ex.Member of Parliament
President

Dr. V.R.Patil (Principal)

Mob-9373459332

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3rd Cycle

Assesment and Accreditation

Criterion – 4

Infrastructure and Learning resource

Key Indicator: 4.3: IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for interest connection describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth.

Establishment : June 1992

SSPM'S



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Outward No.

Date : / /20

DECLARATION

This is to declare that the information, Reports, true copies of the supporting documents, numerical data etc. submitted / presented in this file is verified by Internal Quality Assurance Cell (IQAC) and is correct as per the records. This declaration is for the purpose of NAAC Accreditation of HEI for 3rd Cycle period 2018-2019 to 2022-2023.

Date: 20/07/2023

Place: Parola

IQAC Coordinator

Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon



Principal

Acting Principal
Rani Laxmibai Mahavidyalaya,
Parola, Tal. Parola Dist. Jalgaon



Rani Laxmibai Mahavidyalaya Parola

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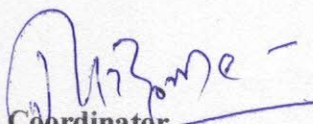
Date : / /20

4.3 IT Infrastructure

4.3.1 Institution frequently updates its It facilities and provides sufficient band width for internet connections. Describe IT facilities including wi-fi, with date and nature of up-dation available internet band width.

CONTENT

Sr. No.	Particulars
1	ICT Policies
	1.1 ICT Policy
	1.2 e-Governance
	1.3 Academic Policy
2	ICT Committee
3	Budgetary Provision and expenditure for IT facilities
4	IT facilities
5	Amount of expenditure incurred for ICT facilities
6	Technician appointment letter
7	Purchase bills, stock register
8	MOUs (Pankaj Computers, Amalner)
9	Internet / WI-FI Bandwidth
10	ICT facilities photographs
	10.1 Laboratories
	10.2 Classrooms
	10.3 CCTVs
	10.4 TV Unit


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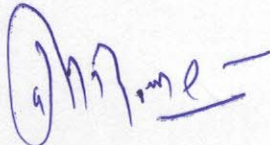
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IT ADMINISTRATION POLICY

Policy Title: IT Administration Policy		
1.	Administration Policy Number (APN): (Suggested By IQAC)	Functional Area: Administrative
2.	Brief Description of the policy	IT related infrastructure procurement and maintenance
3.	Drafting	IQAC
4.	Policy Applies to:	It Administrative committee
5.	Effective from the date:	20/06/2019
6.	Approved by:	Principal
7.	Responsible authority	Computer Department
8.	Superseding authority	Principal
9.	Last Reviewed/ Updated:	-----
10.	Main Objectives of the policy	<ol style="list-style-type: none"> 1. Timely review of requirement, Planning for procurement and Maintenance of the IT infrastructure of the college. 2. To provide IT facilities to assist staff, students. 3. To make student teachers and staff aware and responsible for the protection of the IT network. 4. To facilitate an effective availability of network at all times. 5. To resolution of any network problems 6. To minimize interruptions in the IT service.
11.	References for the policy	University of KBCNMU/UGC guidelines.


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Introduction:

There for appropriate use, maintenance and up-gradation of Information Technology related infrastructure and Services to support the Institute's teaching, Research, administrative, and service functions.

Policy Statement:

Computer department is responsible for maintaining the network, servers, workstations and peripherals, license renewals, software upgrades, AMC and IT support to ensure that quality is maintained at reasonable cost.

Definitions:

IT equipment means desktop computers, iPad, laptops, smart phones, servers, monitors, printers, audio-visual equipment's, software, network equipment, Telecommunication equipment's and CCTV but excludes IT consumables such as printer cartridges.


Policy Objectives:

1. Maintenance of IT infrastructure
2. To provide IT Facilities to assist staff, students and other authorized users to conduct bonafide academic and administrative pursuits.
3. To ensure that all users must accept full responsibility for using the IT
4. To make the system administrators and users aware and responsible for the protection of the IT network.
5. To facilitate an effective availability of network at all times, and rapid tracking down and resolution of any network problems.
6. To minimize interruptions in the IT services.

Procedures:

Procurement of IT hardware, software and services

- Submit the requisition to the Institute priority wise as per the budget allotted
- Finalizing the quotation and placing the PO in Coordination with the Purchase Committee
- Any equipment purchased must be recorded on the fixed asset register by the respective institutes.
- The details of the installation (Installation report are required to be submitted to the college office.
- Assemble the usage data from all the heads of the department for all the IT related facilities
- To provide quality education to rural students
- To empowers the students to have sound career's
- To provide cultured personality
- To provide employability
- To develop competitive spirit and to include self-employment.


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Criterion 4 Infrastructure and Learning Resources

4.3 IT Infrastructure

4.3.1 ICT Policy



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1. ICT Policy

HEI is providing quality education to all learners so that, HEI framed various policies including ICT, e-governance, curriculum delivery, academic policies, etc. these policies help to upgradation of IT infrastructure facilities, during COVID-19 pandemic period. IT facilities are important to complete academic activities for students, At present, institution has established connectivity with band width of 150 MBPS.

Policies:

ICT Policy
e-Governance
Curriculum delivery
Academic Policy

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E-GOVERNANCE POLICY

Policy Title: E-Governance Policy		
1	Administrative Policy Number	02/IQAC/2017-2018
2	Brief Description of the Policy:	<ol style="list-style-type: none"> 1. Implementation of E-governance in various functioning of the institution. 2. Achieving efficiency in functioning of the institution. 3. Promoting transparency and accountability. 4. Achieving paperless administration of the institution 5. Facilitating online internal and External communication between Various functionaries of the institution. 6. Providing easy access to information 7. Making the institution visible globally.
3	Drafting	IQAC
4	Policy Applies to:	IQAC
5	Effective from the Date:	20-07-2017
6	Approved by	Management and IQAC
7	Responsible Authority	Principal
8	Superseding Authority	Management
9	Last Reviewed/ Updated:	NA
10	Reason for the policy	<p>In order to provide simpler and efficient system of governance within the institution.</p> <p>It is decided to adopt and implement e-governance in maximum activities of our Functioning.</p> <p>The institution has already started with E-Governance in some aspects of functioning, such as library and accounts. This Policy has been framed to include more areas within the of e-governance.</p>
11	Reference for the policy	Management Guidelines

Process:

E-governance policy is divided into various areas of operation. These areas of operation are illustrative and the institution reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website:

The website of the college needs to revamped /restructured taking into account the changes occurring from time to time. The website is both a magazine and a storefront of the college and allows visitors to see



(Signature)
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may be appointed by the Management of the institution. Suitable training should be given to the existing staff and persons should be identified to undertake the responsibility of website administration and updating at the institution level.

2. Student Admission:

When institutions decide to process all admissions in the online mode, arrangements need to be made with the associated / relevant Bank with whom the institution already maintains all its accounts. The Head of Institution / Parent Body is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

3. Accounts:

For ease of maintaining accounts, the parent body of the institution is already using generic accounting software (such as Tally). Accordingly, requirements should be assessed by the Management through discussion with the Accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating the existing software must be done on a regular basis.

4. Library:

The Library is a repository of all learning resources and publications of the institution. Each year, this repository increases due to institutional and statutory demands. E-learning resources for the benefit of the teachers and students has become the need of the hour Presently the Library is using software for its internal working. Similarly newer e-learning resources such as online / digital research journals and other published material should be identified and subscribed to taking into account the recommendations of the Library Advisory Committee (LAC). Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training should be provided to the staff and students for accessing and using the e-learning resources.

5. Administration:

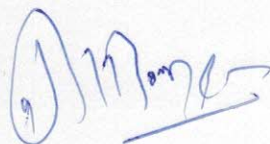
To provide a hassle-free, convenient and economic process, a shift of administrative procedures to ICT based platforms should be facilitated. Facilities should be provided for online leave management of employees, c-copy of salary certificates, internal communication between the employees, etc. Students should be able to obtain maximum services like Transfer Certificates, bona fide Certificates, Examination Result Sheets, etc. in online mode.

6. Examination:

With a shift of conduct of examinations from offline to online, the use of e-communication platforms and software has become necessary. Filling and submission of applications for examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks and declaration of results has become online. For this, utmost secrecy and confidentiality needs to be maintained while handling examinations and the work needs to be done with utmost care and caution. The College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

7. Alumni:

In order to strengthen alumni interaction, a separate portal should be provided for alumni registration, information of college activities, showcasing prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Head of Institution and an independent Alumni Association Coordinator at the college level be appointed to take care of the entire activity.



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ACADEMIC POLICY

Sr. No.	Policy Title: Academic Policy	
1	Administration policy number: (Suggested by IQAC:	Functional Area: Academic
2	Brief description of policy	Academic procurement and maintenance, policy decided by the authority to enhance academic development
3	Drafting	IQAC
4	Policy applies to	Students and all staff
5	Effective from the date	20/06/2019
6	Approved by	Principal
7	Responsible authority	Principal
8	Superseding authority	Principal
9	Last reviewed / updated	-----
10	Main objectives of the policy	<ol style="list-style-type: none"> 1. Timely review of requirement, planning for procurement and maintenance for the academic infrastructure of the college. 2. To provide cademic excellence to students and staff. 3. To make students and staff aware and responsible the protection and security. 4. To facilitate an effective availability of academi9c facilities at all time. 5. To resolve the problems and to make available the guidance of eminent personalities, scientists and researchers.



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Introduction:

Academic policies and procedures allow students to clearly understand their rights and responsibilities. They protect the integrity and provide fair and transparent guidelines for activities related to teaching and learning across campus. HEI students are expected to familiarize themselves with all academic policies. Students seeking clarity on academic policies relevant to or beyond those stated on this website should consult with the appropriate office. HEI strongly values the principles of academic honesty. Maintaining academic honesty includes:

- Creating and expressing your own ideas and work.
- Properly citing and referencing other people's ideas and work, giving appropriate credit.
- Seeking appropriate, approved assistance from outside sources or persons (e.g. tutors).
- Acknowledging collaboration.
- Performing with honesty during examinations, avoiding collusion, collaboration and/or the use of unauthorized resources.
- HEI will not tolerate instances of academic dishonesty and will provide appropriate educational and punitive sanctions for violations of this policy. Sanctions may range from educational programs up to suspension and expulsion.

Academic honesty contract

Academic honesty is an important element of learning. The primary reason academic dishonesty is unacceptable in HEI is because it basically wipes out the personal integrity of the students involved. If a student is ever concerned about an action, it is best to ask for guidance.

I hereby pledge that, I shall not take part in any activities that constitute Academic Dishonesty. Actions constituting violations of academic integrity include, but are not limited to, the following:

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Examples of cheating include, but are not limited to:

- Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.



- Collaborating with another student or students during an academic exercise without the consent of the instructor.

Multiple Submissions: Submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:

Word-for-word copying of another person's ideas or words.

Interspersing one's own words within a document while, in essence, copying another's work.

Rewriting another's work, yet still using the original author's fundamental idea or theory without giving credit to the original author using a proper citation.

Inventing or counterfeiting sources.

Submission of another's work as one's own.

Neglecting quotation marks on material that is otherwise acknowledged.

Misuse of Academic Materials:

Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.

Unauthorized alteration, forgery or falsification of academic records.

Hacking or attempting to hack.

Complicity in Academic Dishonesty or Facilitating Academic Dishonesty:

Intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.

Student academic responsibilities:

Student academic responsibilities:

- Be aware of and comply with policies and procedures, deadlines, and graduation requirements found within this catalogue and the Student Handbook.
- Monitor progress toward completion of graduation requirements.



- Comply with the content of the Student Handbook and Student's Rights and Responsibilities
- HEI expects high standards of honesty and integrity from all members of the community. The HEI is committed to creating an environment that facilitates the academic and personal growth of its members. The HEI, therefore, has a duty to protect its educational purpose through the setting of standards of scholarship and conduct.

Academic honesty:

Academic honesty is a fundamental principle of the educational process. It is essential to maintaining the value of the academic degree students receive and the credibility of the HEI. Academic honesty is vital to the proper evaluation of the level of knowledge and understanding a student acquires in a course. This evaluation may be based on quizzes, exams, reports, homework, projects, discussions and any other assignments used by the faculty to ascertain the student's command of the course material. Any act that invalidates the process of evaluation is an act of academic dishonesty. HEI forbids all forms of academic dishonesty including cheating and plagiarism.

Academic freedom:

It is the policy of HEI that in the context of academic discussion and assignments students may freely express their own perspectives or opinions on substantive issues. We may not penalize or censor students for dissenting or controversial views.

Plagiarism policy:

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own.

This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summaries, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information within your paper using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism. Up to 10% plagiarism can be accepted for the lecturers to grade the paper. Disciplinary sanctions



for violating HEI standards relating to academic dishonesty includes failing grade for the course and /or dismissal from the HEI.

Procedures for handling academic honesty violations

The HEI review of Academic Policy violations is an administrative process. It is not a criminal law process, nor is it intended to resemble one. The School review of Academic Policy violations is not required to observe formal rules of evidence and may exclude unduly repetitious or immaterial information.

HEI's academic support & counselling

HEI helps the students at every step of their way through:

1. Academic Counsellors:

Academic counsellors are engaged as a link between learners and HEI. They perform various roles such as facilitating the learning of subject matter content, assessing assignments, providing motivation and encouragement and supervising research papers.

2. Learning Management System:

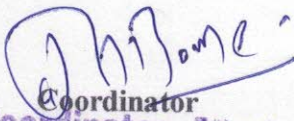
Learning Management System is also known as LMS. HEI's Learning Management System is a vast repository where you can store and track information. Anyone with a login and password can access these online training resources whenever and wherever.

3. Student Forums:


Students can create forums on our website with fellow students to clarify their doubts and to have healthy discussions about the subject. These forums are specific to a particular specialization. We also encourage the students to set up their own support groups.

4. Classroom sessions:

The schedule for which will be released by HEI on the website. HEI also has **Learning Support Centres** for those students prefer classroom sessions and guidance for the programs.


Coordinator
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Criterion 4 Infrastructure and Learning Resources

4.3 IT Infrastructure

4.3.2 ICT Comittee



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ICT Committee

Sr. No.	Name of the Faculty	Post
1	Dr. D. R. Patil	Chairman
2	Dr. G. P. Borse	Member
3	Dr. C. R. Patil	Member
4	Dr. K. D. Ahirrao	Member
5	Dr. S. N. Salunkhe	Member
6	Prof. A. S. Mahale	Member
7	Dr. R. B. Nerkar	Member
8	Dr. S. B. Sawant	Member

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Criterion 4 Infrastructure and Learning Resources

4.3 IT Infrastructure

4.3.3 Budgetary Provision and expenditure for ICT Facilities





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Budgetary Provision and Expenditure for IT Facilities

Sr. No.	Academic Year	Budget (INR Lacs)	Expenditure (INR Lacs)
1	2022 – 2023	1.50	0.56
2	2021 – 2022	6.00	5.67
3	2020 – 2021	1.00	-----
4	2019 – 2020	1.00	-----
5	2018 - 2019	1.00	0.90

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IT Facilities

4.1 Server: 01

Sr. No.	Specification	Department	Quantity
1	8 GB RAM, 3.2 GHz, Intel Core i5, HDD 500 GB, VGU Adapter, PDD 03, HD Graphics 530.	Computer Science	01

4.2 Computers: 50

Sr. No.	Computers	Quantity
1	Desk Top (PC)	48
2	Laptop	02

4.3 LCD Projectors: 05

Sr. No.	Projectors	Quantity
1	LCD Projectors	04
2	OHP Projectors	01

4.4 Routers: 05

Sr. No.	Department	Quantity
1	Computer Science	01
2	Office	01
3	Account Section	01
4	Library	01
5	MKCL	01

4.5 Wi-Fi Units: 03

Sr. No.	Department	Quantity
1	MKCL	01
2	Account Section	01
3	Library	01

4.6 Television Sets: 02

Sr. No.	Department	Quantity
1	Auditorium	01
2	Library	01

4.7 CCTV Cameras: 10

Sr. No.	Department	Quantity
1	Exam confidential room	02
2	Gangway Passage	02
3	Computer Department	02
4	Campus	04

4.8 Web Cameras: 02

Sr. No.	Department	Quantity
1	Exam confidential room	01
2	Computer Department	01

4.9 Printers, Scanners, Zerox Machine, etc.

Sr. No.	Machine	Quantity
1	Printers	09
2	Colour Printer	01
3	Scanners	05
4	Zerox Machine	01

4.10 Software Licence:


Sr. No.	Department	Quantity
1	Office	01
2	Library	01
3	Account Section	01

4.11 Library ICT Facilities:


Sr. No.	Department	Quantity
1	Automation System	01
2	e-Library	01
3	Educational CDs	01

4.12 Antivirus Subscription:

Sr. No.	Department	Quantity
1	Desk Top (PC)	48
2	Laptop	02


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NAAC Accredited "B" Grade

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Dr. D. R. Pa
M. Sc. Ph. D.
Act. Principal

Memorandum
Of
Understanding (MoU)
(For 03 Years)

Between

Rani Laxmibai Mahavidyalaya Parola Dist. Jalgaon

And

Pankaj Computer Education Center
Amalner, Dist. Jalgaon

15th, June 2022





Rani Laxmibai Mahavidyalaya Parola

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Background:

Pankaj Computer Education is providing education in Computer basics Such as handling different MS-Office tools, Use of Internet etc. It is well known institute in Amalner Taluka and nearby villages. The institute is providing services since last 15 Years.

Scope of the MOU:

- Mahavidyalaya and Pankaj Computers believe that close co-operation between the two would be a major benefit to the student community to enhance their skills and knowledge.
- Pankaj Computers will give valuable inputs to the Mahavidyalaya in teaching/ training methodology so that the students fit into the industrial scenario meaningfully.
- The interaction between College and Education Centre will give an insight into the latest developments /requirements of the industries.
- The Pankaj Computer Education Center will provide its Labs/ Workshops/ Industrial Sites for the hands-on training of the learners. In order to bridge the gap in skill and make them ready for industry.

Program Objectives:

To provide certificate course to the students and bridge the gap between the College education and ever changing industry requirements.

- To help every student in his endeavor.
- To empower the student in Computer Education.
- To ensure that the perfect Knowledge Transfer has been made.
- To ensure that he is able to apply the knowledge obtained in his field.
- To provide Technical Support in Training and Development as well.





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M. Sc. Ph. D.
Act. Principa

Delivery Methodology:

Using software and training the students with online and offline training methodologies using computers, Students will expose to case studies and industry assignments.

Duration of the MOU:

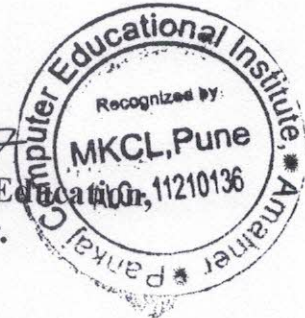
The MOU will apply from 15/06/2022 and will continue to apply until 30/04/2025.

This Document accurately reflects the understanding between the Mahavidyalaya and Pankaj Computer Education.

Agreed:

Acting Principal
Rani Laxmibai Mahavidyalaya,
Rani Laxmibai Mahavidyalaya,
Parola.

Pankaj Computers Education,
Amalner.





Sahajivan Shikshan Prasarak Mandal (Tehu) Saachalit
RANI LAXMIBAI MAHAVIDYALAYA
PAROLA, DIST - JALGAON, 425111



O/o Sub Divisional Engineer (Group)
 BSNL Parola-425111
 ☎ :02597-292811 / 292499
 Email:bsnlparola@gmail.com



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

To: The Principal
 R L College Parola-425111
 No. - Gas state/NDRE/Gr - PRCL/2022-23 Dated at Parola the 14/03/2023

Re: - Internet Plan connection details of R L College Parola

With reference to above subject following are the details of internet connections in your college on the name of -Principal R L College Parola) provided by BSNL-

Sr No	Telephone Number	Plan	Speed	Billing Mode	Remark
1	02597-292833	Fiber Combo ULD 777	Upto 100 Mbps till 2000 GB, Upto 5 Mbps beyond	Monthly	Active from period 01.06.2018 to 28.11.2022
		Fiber Superstar Premium Plan	Upto 150 Mbps till 2000 GB, Upto 10 Mbps beyond		Active from period 29.11.2022 to till date
2	02597-292832	Fiber Combo ULD 992	Upto 150 Mbps till 2000 GB, Upto 5 Mbps beyond	Monthly	Active from period 20.07.2018 to 29.11.2022
		Fiber Superstar Premium Plan	Upto 150 Mbps till 2000 GB, Upto 10 Mbps beyond		Active from period 30.11.2022 to till date
3	02597-292833	Fiber Combo ULD 777	Upto 100 Mbps till 1000 GB, Upto 5 Mbps beyond	Monthly	Active from period 14.07.2018 to 29.11.2022
		Fiber Superstar Premium Plan	Upto 150 Mbps till 2000 GB, Upto 10 Mbps beyond		Active from period 30.11.2022 to till date
4	02597-292180	VPNoBB 2Mb plan under NME project	2Mbps	Annually	Active from period 05.01.2012 to 15.12.2022
		Fiber Superstar Premium Plan	Upto 150 Mbps till 2000 GB, Upto 10 Mbps beyond	Monthly	Active from period 30.11.2022 to till date
5	02597-292181	VPNoBB 512Kbps plan under NME project	512Kbps	Annually	Active from period 05.01.2012 to 07.07.2018

BSNL OFFICE, CHHURANGAON ROAD, PAROLA - 425111 PH (02597) 292811 / 292499

Page 1

O/o Sub Divisional Engineer (Group),
 BSNL Parola-425111
 ☎ :02597-292811 / 292499
 Email:bsnlparola@gmail.com



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

6	02597-292182	VPNoBB 512Kbps plan under NME project	512Kbps	Annually	Active from period 06.01.2012 to 07.07.2018
7	02597-292183	VPNoBB 512Kbps plan under NME project	512Kbps	Annually	Active from period 06.01.2012 to 07.07.2018
8	02597-292184	VPNoBB 512Kbps plan under NME project	512Kbps	Annually	Active from period 06.01.2012 to 07.07.2018

This certificate is issued on verbal request of the college authority.

14-03-2023
 J.T.O (Grp)
 BSNL Parola

BSNL Broadband Bill



Established: June 1992

Sahajivan Shikshan Prasarak Mandal (Tehu) Sanchalit



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.ricollegeparola.org

Email : principalrlcparola@gmail.com

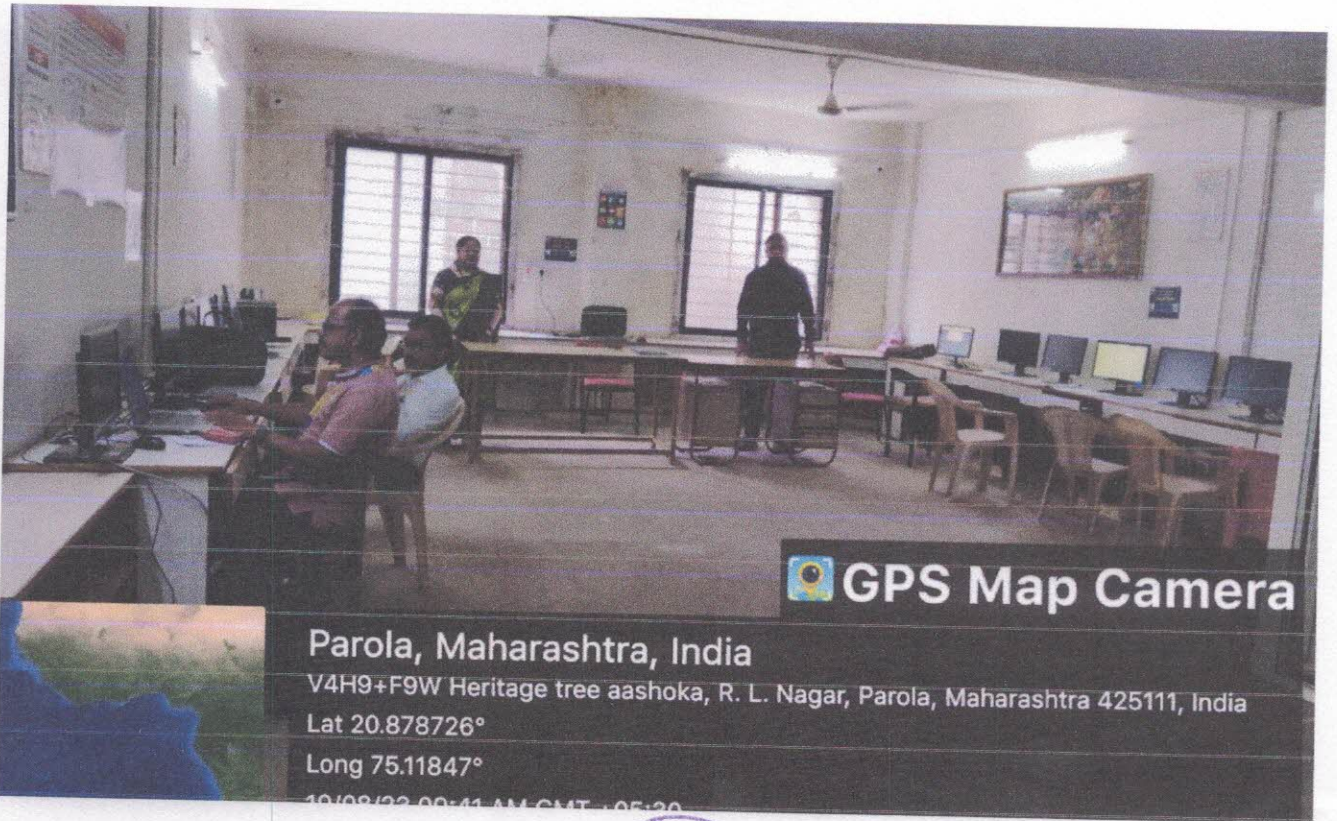
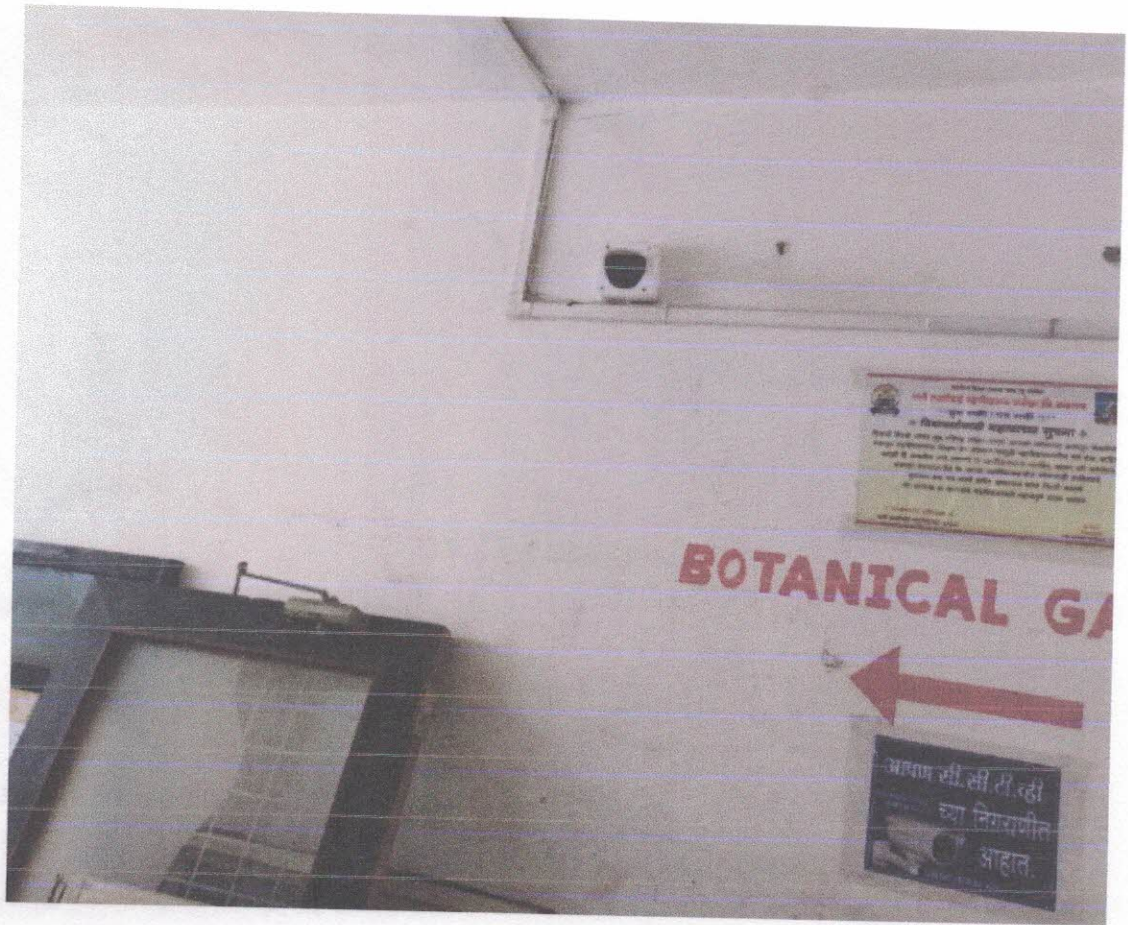
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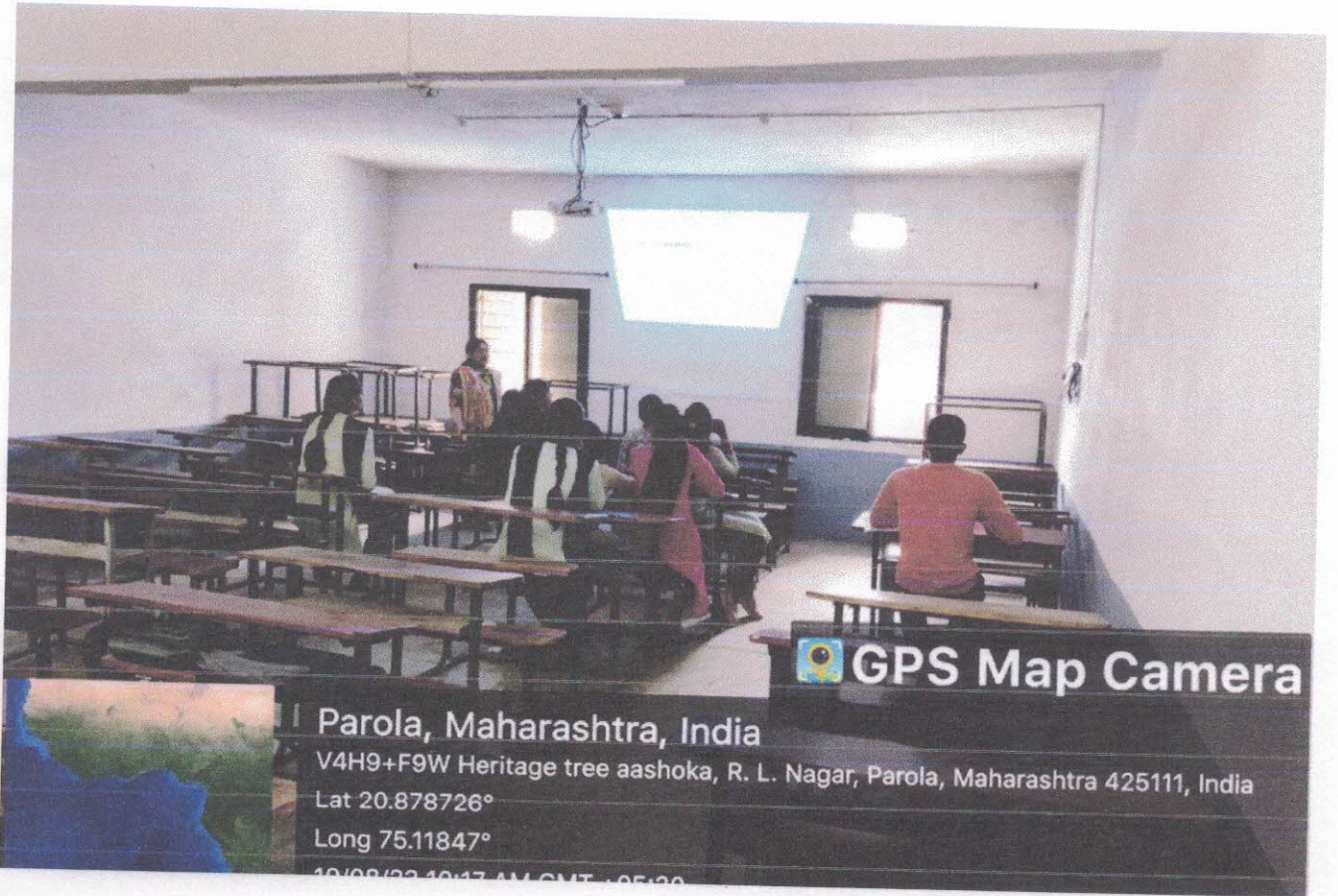
Date : / /20


Criterion 4 Infrastructure and Learning Resources

4.3 IT Infrastructure

4.3.10 Labs/Classrooms/CCTV's





 **GPS Map Camera**

Parola, Maharashtra, India

V4H9+F9W Heritage tree aashoka, R. L. Nagar, Parola, Maharashtra 425111, India

Lat 20.878726°

Long 75.11847°

19/08/22 10:17 AM GMT+05:30

