



AQAR Report 2018-19

Part – A

1. Name of the Institution M. S. P. Arts, Science & K. P. T. Commerce College,
MANORA Dist: Washim

- Name of the Head of the institution: Dr. N. S. Thakare
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 07253263207
- Mobile no.: 8975184724
- Registered e-mail: mspkpt@rediffmail.com
- Alternate e-mail: iqacmsp@gmail.com
- Address : At & Post: Manora Tq: Manora Dist: Washim
- City/Town : Manora
- State/UT : Maharashtra
- Pin Code : 444404

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify) : **Grant-in-aid**
- Name of the Affiliating University: Sant Gadge Baba Amravati University
- Name of the IQAC Co-ordinator : Dr. A Y Ali
- Phone no/ Alternate Phone no. 07253263207
- Mobile: 9923538050

- IQAC e-mail address: iqacmsp@gmail.com

3. Website address: mspkptmanora.ac.in

Web-link of the AQAR: (Previous Academic Year):

http://mspkptmanora.ac.in/IQAC/AQAR_2017-18new_final.doc

4. Whether Academic Calendar prepared during the year?

Yes/No..... Yes

if yes, whether it is uploaded in the Institutional website: Yes

Weblink : http://mspkptmanora.ac.in/view_col_ac_cal.php?id=5

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.01	2014-15	from:2014-15 to: 2018-19
2 nd				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 05.04.2013

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Organised Two Days National Seminar on Use of ICT in Teaching Learning & Evaluation	7,8 Jan 2019	140
2. 09 teachers did MoU with colleges	27 Apr 2019	115
3. Organised Covocation Function.	7 Feb 2019	53
4. Organised Alumni Meet	7 Feb 2019.	53
5. A One Day Workshop on the Relevance of Intellectual Property Rights organised .	27 Apr 2019	16
6. Feedback from Students, Alumni and Parents collected, analysed and used for improvement.	31 Mar 2019	305
7. Academic Administrative Audit (AAA) conducted.	From 27 Mar 2019 to 01 Apr 2019	17
8. Regular Meetings of IQAC are conducted.	05	85

9. Conduct General Knowledge Exam (Taluka Level) on the life of Chhatrapati Shivaji	19 Feb 2019	404
10. Conducted University Level Poster Presentation on Science Day.	28 Feb 2019	150

8. Provide the list of funds by Central/ State Government-
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
IQAC	Seminar	UGC	2018	1,00,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

*upload latest notification of formation of IQAC View File

https://www.mspkptmanora.ac.in/iqac_page.php?id=2

10. No. of IQAC meetings held during the year:05

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes

(Please upload, minutes of meetings and action taken report)

Minutes of Meeting of IQAC: <https://www.mspkptmanora.ac.in/IQAC/1574317895.pdf>

Action Taken Report: <https://www.mspkptmanora.ac.in/IQAC/1558369830.pdf>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes

If yes, mention the amount: 100000/- Year: 2018-19 For ICT conference

12. Significant contributions made by IQAC during the current year (maximum five bullets)

* Two Days National Level Seminar was organised on Use of ICT in Teaching Learning & Evaluation on 7,8, Jan 2019 which was inaugurated by Hon'ble Vice Chancellor SGB Amravati University. 70 Research Papers were published and 140 delegates attended the Seminar .

* Alumni Meet was organised on 7 Feb 2019 and alumni association registered.

*State Level Poster Presentation Competition was organized on Science Day 28 Feb 2019 ,150 students participate

* 06 MoU signed with other Colleges to conduct Guest Lectures, Seminar and Workshops etc.

* Incubation centre established and organize research and Avishkar.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. To organise workshops and seminar 2.Reforming in CIE 3. To create research temper among the students. 4. Use of ICT 5.Infrastructure development	1.01 National level two days seminar and 07 workshop organise. 2.Online MCQ unit test, Uniformity in time table for all faculty, Ten topper, Result discussion with student in binding periods. 3.To establish research incubation centre through which expert counseling workshop organise , 04 Student selected in university level and 03 student selected in state level. 02 student awarded at state level poster presentation and 02 student participated in university level completion. 4. ppt methods use for teaching, 14 Video lectures were taken, online exam, online feedback taken and analysed. 5. Construction of Gym and urinal and cabins for HOD in science faculty, Agumentation in eco-friendly campus, (Tree plantation,Water Harvestin, Plastic free campus)

14. Whether the AQAR was placed before statutory body? Yes

Name of the Statutory body: CDC

College Development Council(CDC)

Date of meeting(s): 20 Sept 2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

No

Date:

16. Whether institutional data submitted to AISHE: Yes

Year:

Date of Submission: 27 Feb 2019

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Institution provides information about various parameters of MIS. We filled data of teachers, filled posts vacant posts we do fill data of student enrollment according to norms of gov. We fill information of programmes and other courses offered by the institution. We fill information of examination and its output conducted by university and college itself. We provide details of financial aspects of grants receive and fund generated by management and fiscal deficit to the government. We provide details of infrastructure to the government authority through MIS portal of MH gov.

The data is maintain in the college for better management and effective decision making on matters related to institution.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
<p>1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words</p> <p>Affiliated colleges don't have any role in Curriculum designing and development. Affiliated colleges have to implement the curriculum designed by the BoS of the Parent University. In order to inculcate the values in students the college prepares the planning in the beginning of the session.</p> <p>IQAC The college IQAC body in the beginning of the session chalks out a plan for effective curriculum delivery.</p> <p>Head of the Department Head of the department in the beginning of the session chalks out the planning discussing with the IQAC. Faculty members prepare their Academic Teaching Plan for the completion of syllabus.</p> <p>Time Table and Workload Head of the department in the very first meeting distributes workload among the faculty members and prepare time table accordingly.</p> <p>Academic Calendar Every individual faculty member prepares semester wise teaching plan in tune with the academic calendar given by the Parent University. Every aspect of curriculum as internal assessment co-curricular and extra-curricular activities are allotted proper time according to the academic calendar of the University. The college prepares its own monthly academic calendar in tune with the Parent University.</p> <p>Review of Syllabus Monthly syllabus review is taken by the Principal of the institution through Feedback committee. Faculty members whose syllabus lags behind are instructed to take extra lectures and complete the portion for particular month. Half Yearly Report of work done taken from the individual faculty members at the end of each semester. The Principal of the institution through review meeting organized in the classroom itself take the review of syllabus completion.</p> <p>Bridge Course A one week bridge course is taken by every faculty member to bridge the gap between the previous knowledge of the students and required capacities of the course admitted for.</p> <p>Basic Subject Knowledge Test BSKT is conducted in the beginning of the session. After identifying slow and advanced learners they are given special attention accordingly.</p> <p>Co-curricular Activities Co-curricular activities like seminar, group discussion, projects, guest lecture, poster presentation are conducted for students to heighten their learning experience.</p> <p>ICT and Other Resources Every faculty members use ICT facility available in the college for effective curriculum delivery. LCD Projector, softwares like ETNL are used in the college to heighten the learning experience of the students. Advance learners and slow learners are recommended websites and applications for better learning experience. Online Test and online Assignment of students are taken. Through group of WhatsApp students are communicated about the issues related to curriculum. Video</p>

lectures are shown to students from YouTube.

College Website

College website is used for communicating upcoming events of the college. Major activities are highlighted on the college website for inspiring students.

Improvement through Feedback

Feedback from students is regularly taken as to curriculum and in general. Having made the analysis of the Feedback an Action Taken Report is prepared the concerned employee is asked to correct the things pointed out by the stakeholders.

Monthwise Test

Monthwise Test is taken. Marks are shown to students for academic improvement.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
1 Certificate Course in Indian Agriculture		Aug 2018 30 hrs	Students can get some jobs in Agriculture department.	Yes
2 Certificate course in Information Technology		Aug 2018 30 hrs	Ability to handle computer for daily life	YES

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Not applicable	Not applicable	Not applicable	Not applicable

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Already adopted (mention the year)					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year				
No. of students	Certificate	Diploma Courses		
20	Certificate Course in Indian Agriculture	Nil		
20	Certificate course in Information Technology			
1.3 Curriculum Enrichment				
1.3.1 Value-added courses imparting transferable and life skills offered during the year				
Value added courses		Date of introduction	Number of students enrolled	
11		2014-15	255	
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
B A		25		
B Sc		52		
B Com		51		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
The feedback Committee obtains feedback every year from the stakeholders. From 2014-15 to 2017-18 the feedback obtained from stakeholders was offline. But i the Academic Session 2018-19 the feedback obtained from Students and Teachers was online and he the feedback from Alumni and Parents was offline.The feedback was based on the different subjects such as Teaching Learning and Evaluation, Facilities provided by the College,Library, Sports,Cultural Activities and co-curricular Activities. Questions to teachers in the feedback form were asked about how should be the syllabus of their subjects. Which contents could be included in their syllabus so that students could gt through in the competitive exam.Analysys of feedback is made and its Report is				

placed in the CDC meeting for their approval. Some of the contents which we had suggested to the BoS have been included in the syllabus introduced in the Academic Session 2019-20 for the subjects Pol Sci, Eco and His. Suggestions which came from students regarding Teaching, Learning and Evaluation have been sent to University for improvement in the syllabus.

Detail analysis is being made in the CDC meeting and actions are suggested to the feedback committee through the principal. Feedback committee with the suggestion of CDC and principal issues notices to concerning teachers, they are informed to improve their performance in the area under scrutiny.

Through monitoring committee the performance of particular teacher is monitored throughout the year.

CRATERION II TEACHING LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B A	360	242	242
B Com	360	141	141
B Sc	360	255	255

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	638	-	17	-	17

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management

Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
44	27	03	03	0	03
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Yes, our college has Mentor Mentee system. The college has practiced a system of mentoring called teacher Mentor system, where a teacher has been provided 37 students to look after their academic and psychological well-being. Mentors are responsible for academic progress and psychological well-being of their mentees. The mentors maintain the biographic details of each individual mentee including educational background and socio-economic status. For sharp students extra BT cards and Test-series and for weak students question papers of previous exam are given to solve.					
Number of students enrolled in the institution			Number of fulltime teachers		Mentor: Mentee Ratio
638			22		1:29

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	17	14	00	8
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
	Nil	Nil	Nil	

2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B Sc III	B.Sc – III	Sem-VI	22/05/2019	08/07/2019
B.A.	B.A.	Annual	15/05/2019	19/07/2019
B.Com	B.Com	Annual	15/05/2019	24/07/2019
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<p>College starts online test module and uniformity in unit test i.e. all the faculties conduct their test in first week of every month. Online assessment of final year students, uniform timetable of unit tests, Display of marks of assessment on notice board. Time table publish with syllabus before eight days of exam. Separate internal assessment exam for slow learner for students who participated in sports, NSS and cultural events. The College has constituted the Exam Committee to bring transparency in the Exam process. And facilitates the students to enhance their performance. Therefore four unit tests and two term examinations are conducted before the university exams. The term exam is strictly based on University pattern. These papers are duly checked by the respective teachers of each subject and are distributed to students at the earliest. The result sheet of each subject is submitted to Exam Committee.</p>				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<p>The College prepares the Academic Calendar at the beginning of the year and uploads it on the College Website before the Admission process begins. The Academic Calendar contains the yearly schedule of the College e.g. National Level holidays, date of opening the College and the last working day. Dates of College Exams, the tentative dates of activities such as NSS, Sports, Physical efficiency Test. Meetings of different committees working in the College, Tests, meetings of CDC and IQAC are displayed in the Academic Calendar.</p>				
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes				

for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

<http://www.mspkptmanora.ac.in/pdf/Learningoutcomes.pdf>

2.6.2 Pass percentage of students

Programme Code	Program me name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B A	58	32	55.17
	B Com	51	16	31.37
	B sc	57	40	70.17

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance(Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.mspkptmanora.ac.in/feedback>

Criterion III – Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College	2018-19	M.S.P College	50000/-	50000/-
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify) Receive fund to organise National conference on ICT	2018-2019	NAAC Bengluru	100000/-	100000/-
Total			150000/-	150000/-

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
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Intellectual Property Right workshop organized by IQAC Committee	IQAC	27/04/2019
Opportunity and Shair Bazar Mutual Fund	Department of Commerce	21/07/2018
Hurdles in learning English language for rural area students	Department of English	21/02/2019
Health and Hygiene	Department of Home Eco.	18/02/2019
Importance of competitive exam	Department of History	23/02/2019
Usage of Marathi in offices	Department of Marathi	23/02/2019
Charachterization of Oranic compounds	Department of Chemistry	03/09/2018
Plants and environmental relationship	Department of Botany	31/03/2019
Advanced mathematical science	Department of Math	22/12/2018
Energy conservation and utilization of home appliances	Department of Physics	31/01/2019
Local Avian Fauna Conservation and birds photography skills	Department of Zoology	20/03/2019
Employment training workshop	Career Guidance Cell	29/10/2018
Competative exam workshop	Career Guidance Cell	07/12/2018
Buiseness Guidance workshop	Career Guidance Cell	05/01/2019
Competative exam workshop	Career Guidance Cell	13/02/2019
Softskill development workshop	Career Guidance Cell	18/03/2019 to 22/03/2019
Orientation for entry year students	Department of Commerce	14/08/2018

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardees	Awarding Agency	Date of Award	Category
Avishkar	1) Mustaqeem Makwani 2) Ku. Akanksha Ingole 3) Ku. Mayuri Thakare 4) Ku. Prajakta Satpute	SGBAU	Dec-2018	Students
State Level PPT Competition	1) Mustaqeem Makwani	Vyanktesh MV. Deulgaon Raja	Jan – 2019	Students

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
01	Research & Incubation Centre	M.S.P College
Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National			International	
01		01			01	
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department			No. of Ph. Ds Awarded			
01			4			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department		No. of Publication		Average Impact Factor, if any	
National	English		02		1.39	
	Home Economics		01		0.390	
	Library		00		0.390	
	Marathi		01		2.922	
International	Chemistry		04		03	
	Botany		02		5.638	
	Zoology		00		5.88	
	Physics		00		3.25	
	Mathematics		00		Nil	
	Commerce		01		5.5	
	English		01		3.8	
	History		Nil		Nil	
	Home Economics		00		5.5	
	Library		01		5.5	
	Marathi		00		4.35	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Botany			02			
English			01			
3.3.5 Biblio metrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

Nil	Nil	Nil	Nil	Nil	Nil	Nil		
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :								
No. of Faculty		International level		National level		State level	Local level	
Attended Seminars/ Workshops		05		08		05	15	
Presented papers		Nil		Nil		Nil	Nil	
Resource Persons		Nil		01		05	05	
3.4 Extension Activities								
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year								
Title of the Activities		Organising unit/ agency/ collaborating agency		Number of teachers co-ordinated such activities		Number of students participated in such activities		
Yoga		NSS, sports/ Patanjali		03		60		
Swachhata Abhiyan		NSS, Tehsil, Panchayat Samiti		12		130		
Gram Shibir		Rural Govt. Hosp		02		120		
Swacchata Abhiyan		Gramin Hospital		03		110		
Plastic eradication Programme		NSS, extension dept		03		100		
3.4.2Awards and recognition received for extension activities from Government and other recognized bodies during the year								
Name of the Activity		Award/recognition		Awarding bodies		No. of Students benefited		
Awareness of Plant and Environment in the High School & Jr. College Students of Manora.		Received Appreciation Certificate		High Schools & Jr. Colleges in Manora		500		
Vedic Mathematics		Received Appreciation Certificate		High Schools of Manora		700		
Awareness about solar cell and LED		Received Appreciation Certificate of		Gram Panchayats of Manora tehsil		500		
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year								
Name of the scheme		Organising unit/ agency/ collaborating agency		Name of the activity		Number of teachers coordinated such activities		Number of students participated in such activities
Swachhata Abhiyan		NSS		Swachh Bharat				140
AIDS DAY		NSS		Heath Awareness				120
Swachhata Abhiyan		NSS		Swachh Bharat				90
Gram Shibir		NSS		Swachh Bharat				60
Shibir		NSS		Swachh Bharat				130
Absorption pits		NSS		Swachh Bharat				120
Road repairing		NSS		Swachh Bharat				110

Defecation free village street play	NSS	Swachh Bharat		75
Plastic eradication Programme	NSS	Swachh Bharat		75

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Extension Activity of (Physics Department)	20 Students	Institute	08 Days
Extension Activity (Mathematics Deptt.)	25 Students	Institute	08 Days
Extension Activity (Botany Department)	30 Students	Institute	08 Days
Faculty Exchange (Botany) Department	01 teachers	Institute	02 Days
Students Exchange for Research (Chemistry) Department	02 Students	Institute	8 Days

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
Academic	Faculty Exchange MSP College	S.S.S.K.R Innani Mahavidyalaya Karanja Lad	June 2018 to Apr2019.	Students
Academic	Students Exchange Botany Department	Dr. R. G. Rathod Science College Murtuzapur	June2018 to Apr 2019	Students
Academic	Field Trip Zoology Department	Forest Department of Manora, Washim Division	June 2018 to Apr 2019	Students
Academic	Research Student Exchange	Shivaji College Akot	5 yrs	Students

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
IQAC Cluster India Pune		To obtained Academic and Administrative Info	07 Teachers
Deptt. of English Butle College Digras		Participation in Workshop, Seminar & Inviting the faculty for	02

		Guest Lecture	
K. N. College Dept of History	14-03-2018	Participation in Workshop, Seminar & Inviting the faculty for Guest Lect.	00
K. N. College Dept of Home Economics	14-03-2018	Participation in Workshop, Seminar & Inviting the faculty for Guest Lect.	2 teachers 10 Students
SSSKR Innani college Karnja Lad (Deptt. Of Zoology)	08-07-2018	Participation in Workshop, Seminar & Inviting the faculty for Guest Lecture	2 teacher 12 students
Y C College, Mangrulpur Deptt. of physics	01-09-2018	Participation in Workshop, Seminar & Inviting the faculty for Guest Lecture	05 stud 01 teacher
SSSKR Innani college Karnja Lad (Deptt. Of maths)	08-09-2018	Participation in Workshop, Seminar & Inviting the faculty for Guest Lecture	02 teachers 10 stud
Y C College, Mangrulpur, Library	20-07-2018	Books and facility Exchange	01 Teacher
Vyanketesh Mv. D.Raja	July 2018	Participation in Workshop, Seminar & Inviting the faculty for Guest Lecture	10 2

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	3.5 acres	Nil
Class rooms	13	Nil

Laboratories	09	Nil	
Seminar Halls	01	Nil	
Classrooms with LCD facilities	03	02	
Classrooms with Wi-Fi/ LAN	02 LAN	Nil	
Seminar halls with ICT facilities	01	02	
Video Centre	Nil	Nil	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			
Value of the equipment purchased during the year (Rs. in Lakhs)	19.07593	4.16137	
Others	00	01	
Urinals	01	01	
4.2 Library as a Learning Resource			
4.2.1 Library is automated Integrated Library Management System -ILMS }			
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Partially	2.0	2014
4.2.1 Library Services:			
	Existing		Newly added
	No.	Value	No.
			Value
Text Books	4320	740942	223
			50884
Reference Books	295	112812	10
			10000
e-Books	80409 nlist	5725	80409 N list
			5725
Journals	18	28780	02
			2000
e-Journals	3828 n list	5725	3828
			5725
Digital Database	Nil		Nil
			Nil
CD & Video	15	3000	15
			3000
Library automation	-		
Weeding (Hard & Soft)	07	954	05
			820
Others (specify) Books Received by Donation	424	15330	0
			0
			424
			15330

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	48	03	03	01	00	05	03	100	
Added		00	00	00	01	00	00		
Total		03	03	01		05	03		
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
Yes, 100 MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
Podium with recording facility Mobile Phones, Laptops individual, computer Center, LCD projectors,					https://www.youtube.com/channel/UC_STiKKeCI6ODH6v5CYSFhQ				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e – content		
Nil		Nil			Nil		Nil		
4.4 Maintenance of Campus Infrastructure									
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year									
Assigned budget on academic facilities		Expenditure incurred on maintenance of academic facilities		Assigned budget on physical facilities		Expenditure incurred on maintenance of physical facilities			
1032796		937906		552687		502443			
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)									
<p>There are established system and procedure for maintaining and utilizing physical, academic and support facilities.</p> <p>Procedure Principal of the institution has formed various committees for maintaining and utilizing physical, academic and support facilities. Every committee in the beginning of the session presents its action plan to the principal of the institution. There is a co-ordination in organizing various program in auditorium. Auditorium hall is used for various programs, cultural activities for Presentation and others. Physical infrastructure is sufficient and is according to the norms of statutory body.</p> <p>Sports There are various playground in the college campus as Volleyball ,Basketball ,Kabbadi, Long jump ,short put single bar and double bar Indoor games are also allotted playground as Badminton, Chess ,Carom etc.</p>									

PHYSICAL FACILITIES

The physical facilities including Laboratories, Classrooms, Auditorium, playground, Seminar hall, Gym and Computers are made available for the students those who are admitted in the college.

Laboratories:

The College has 09 laboratories. Stock book for all the departments, accordingly issue register is maintained. laboratory has been provided with door, fire fighting equipment & first-aid box.

There are 48 Computers in the college. Budget is allocated in every year for upkeep and purchase of instruments in laboratory.

Class rooms:

The College has 13 Class Rooms with black boards. The broken furniture are noticed by the college maintenance committee and informed to the Principal for the next necessary procedure of purchasing through the Purchasing Committee.

Drinking water

The college has R.O. drinking water facility for staff and students (Separate for boys and girls).

Parking

The institution has two separate parking spaces for the staff and students. Security guards are on duty in the parking areas.

Generator

The college has a generator facility to provide uninterrupted power supply to office, laboratories and classrooms.

Toilet

The college has separate toilet for male-female staff, girls-boys' students. The cleanliness is done by the contracted sweeper.

Canteen

A functional canteen has separate space for Staff as well as Students.

Botanical garden

The college garden is maintained by the gardener appointed by the institute.

ACADEMIC FACILITIES

The information regarding the facilities is also uploaded on website. The academic facilities like library, sports and other platforms supporting overall development of the students.

Library:

The college has separate library block, reading room, stack room, Newspaper section, librarian's cabin .Library is partially automated using soul2.0 software. The college library has N-List, Infilbnet facility. there are 4619 Books in the library and 18 Journals. 02 attendants are there for maintenance and upkeep of library. library offers various schemes of welfare of students as extra BT card , free book set to meritorious students etc.

Auditorium Hall

The college auditorium is a central facility where seminars, guest lectures, alumni meets, organizing cultural activities, other events are organized.CCTV is also incorporated for the security purpose in it.

English communication skills lab:

The College has an exclusive English communication skills lab. The admitted students for the courses use the lab. For the maintenance, the head of the department takes care of it.

ICT Resources

3 LCD projectors, 01 institutional Laptop, 1 scanner, , 2 Printers, 02 Multifunctional Printers , 01 UPS is also available for the teaching process.

SUPPORT FACILITIES**Sports Facility :**

The sport department of the college is adequate infrastructure consisting of the badminton, basketball court, long tennis court, football ground, cricket and running track which can be used by student and staff.

Computer Laboratory:

The College has equipped Computer Lab with 33 computers. The supporting staff executes the maintenance of the computer.

Health Centre/ Gym:

The College has a Health Centre for students and staff. A first aid box is also there for the treatment of minor

injuries and sickness.

National Service Scheme (NSS):

The college has a NSS unit with 150 volunteers. The annual plan is prepared and implemented. The expenditure is audited for the smooth functioning.

ESTABLISHED SYSTEMS

Monitoring system

For smooth functioning of the institution under the guidance of the principal of the institution, Monitoring system observe daily in which two staff members are included.

Internal committees

Various committees have been formed to look after the various Academic, Cultural and literacy activities.

Budget allocation

The college yearly allocates budget for the maintenance. which a part of the teaching and the learning processes. The maintenance of Inverter and the Generator is regularly done and the expenditure is done from the college budget.

Cleanliness

The maintenance and the cleaning of the classrooms and the laboratories are taken care by daily monitoring experts and non-teaching staff.

CCTV

The College campus is under CCTV surveillance (16 Cameras) which is monitored by the Principal and recorded.

<http://www.mspkptmanora.ac.in//>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	1. Girls Bus Pass Scheme	05	2500
	2. Subject Merit Scholarship	31	15500
	3. Student Development	06	5500
	Scholarship College Level		

Financial support from other sources

a) National	1. Central Sector Scholarship	39	390000
	2. Post Metric Scholarship Scheme for Minorities	05	25000
b) International	Nil	0	0

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Year of implementation	Number of students enrolled	Name of the agencies involved with contact details
Guidance for competitive examinations	2014-15	1349	Career Guidance Cell
Career Counseling	2014-15	491	Career Guidance Cell
Soft skill development	2018-19	40	Parent University
Remedial coaching	2017-18	53	Department of English

Language lab	2014-15	326	College and UGC, COC
Bridge courses	2017-18	582	College itself.
Yoga and Meditation	2014-15	462	Art of Living, Manora (at NSS Camp, kondoli,
			Patanjali Yoga Center, Manora

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Competitive Exam	302	120	0	0

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
35	35	8 Days

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
0	0	0	Nil	0	0

5.2.2 Student progression to higher education in percentage during the year :2018-19

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	02	B.Sc.	CBZ	SSKR Mv, Karanja Shivaji Mv. Amravati	M.Sc. CHE
	02	B.Sc.	CBZ	SSKR Mv, Karanja	M.Sc. Zoo
	02	B.Sc.	PCM	GVISH, Amravati SGBAU, Amravati	M.Sc. Maths
	04	B.Sc.	PCM, CPS	MMCollege, Darwha SSKR Mv, Karanja	M.Sc. Phy.
	04	B.Com.	Commerce	MM College, Darwha	M.Com.
	03	B.A.	Economics	Dhabekar College, Karanja	M.A. Eco
	01	B A	English	VMV Amravati	M A English
	01	B A	History	VMV Amravati & K N College Karanja Lad	M A His

Total	19					
5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam		
NET		0		0		
SET		0		0		
SLET		0		0		
GATE		0		0		
GMAT		0		0		
CAT		0		0		
GRE		0		0		
TOFEL		0		0		
Civil Services		0		0		
State Government Services		02		0		
Any Other		01		0		
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity		Level		Participants		
Cultural		Institutional		09		
Sports		Institutional		04		
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	NONE	NIL	0	0	0	0
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
Student Council						
Presence of an active Student council & representation of students on academic & administrative bodies/ committees of the Institution						
Describe the Student Council activity and students role in academic & administrative bodies within a maximum of 500 words.						
Response:						
Student Council						
The college has a student’s council as per the directives of the Director, Student Welfare Sant Gadge Baba Amravati University Amravati. The council is constituted as per direction No. 27/2003 and 157/2017/SGBAU Amravati University Amravati. The institute believes in giving the equal opportunity to the students in supporting the authorities and the college faculty in running the events of the college. For this the college provides them a platform with opportunities to participate in the various academic and administrative bodies. Secretary of the student council is nominated on the college development committee. The elections of student council are banned by the government of Maharashtra it is likely to take place in current session.						
Objectives and functions of Students Council:						
To promote all-round development (academic, professional and personal) of students by involving them in						

various co-curricular and extra-curricular activities. To promote an obliging culture amongst the students and to develop their leadership abilities. Conducting various activities/programmes at intra and inter-collegiate level. To help in maintaining discipline and healthy ambiance on the college campus. To seek help as the task force in the special drives such as fundraising, disaster management, and event management etc.

Student Council Activity

Organization of Cultural activities, Sports Events, Participation in organizing Workshop conferences organized by the college. Active participation in NSS Camp, Extension activity of the college, Plantation drive, Cleanliness drive

Subject Association

All the departments of our college form their subject associations and constitute the body of active students. These students play vital role in organizing programs of their subject like seminars, workshops, study tour, visits, departmental extension activities etc. and acquire knowledge and develop their skill of demonstration. This practice gives them experience of academic as well as administrative experience.

Internal committees

The college has twenty six internal committees in which at least two active students are nominated by the Principal and committee convener as a supportive to the committees of the institution. The role of the committee is clearly stated at the time of committee formation. The aim of this scheme is to understand various work done in different committees of college like-

College Development Committee

- N.S.S. Committee,
- Cultural committee,
- Games And Sports Committee,
- Library Advisory Committee,
- College Magazine Committee,
- Student Grievance Committee
- Discipline Committee,
- Women Anti-Harassment Committee,
- Student Guidance And Placement Cell
- Maintenance Committee
- IQAC,
- Research Incubation center
- Scholarship committee,
- Extension committee
- Study Tour committee
- Furniture committee,
- Student Development cell

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

YES :

The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non-financial means during the last five years

Describe contribution of alumni association to the institution within a maximum of 500 words

Response:

Introduction

The Alumni Association of M.S.P. Arts, Science and K.P.T. Commerce College Manora is duly registered under the Societies Registration Act 1860 Registration No. The association is functional since 2015. The institute endeavors to establish a rapport between the institution and its alumni. The institute has more than 500 ex-students. The association meets in regular intervals and works for widening its contact with ex-students. This association also works like an advisory body to link all the stakeholders.

Composition of Alumni Association

Sr. No	Name of Alumni	Designation
1	Mr. Pankaj Gawande	President
2	Mr. Jitendra Kale	Secretary
3	Miss Ashwini Hande	Treasurer
4	Mr. Shantanu Ingole	Member
5	Miss Nikita Thakare	Member
6	Miss Mayuri Hande	Member
7	Mr. kishor Bidwal	Member
8	Mr. Vijay Chaturkar	Member
9	Miss Devyani Deshamukh	Member
10	Mr. Sachin Thombare	Member
11	Prathmesh Manorkar	Member

Financial Support

The association has received one lakh rupees contribution in the form of donation and membership fees from the Alumni of the institution. The separate bank account for the Alumni Association is opened and maintained. The Alumni Association of the college donated two LCD Projector for effective teaching learning. The alumni association of the college also extend financial help for prize distribution in the events of college.

Non-Financial Support

Feedback from Alumni

The institution takes feedback from the Alumni to improve the quality in the teaching learning process and other progressive aspects. All former faculty members contribute from time to time to improve of the institution.

Interactive Session

The Alumni members are invited by Alumni Committee functioning in the college to guide the student at large. The present students are inspired by their precious guidance.

Yoga for Self Development

Yoga for self-development is arranged in the college with the help of alumni Association.

Social Awareness Programmes

The Alumni Association works at rural areas in various ways such as performing Cleanliness Drive Campaign, Awareness for Defecation free village Movement, Environmental issues etc. to generate

<p>awareness in social issue through the participation in extra-curricular activities of the institution.</p> <p>Participation in activities</p> <p>Alumni of the college are given fair representation on academic and administrative bodies of the college. They are nominated on college development committee, on Internal quality Assurance Cell. The institution organized National Science Day in collaboration with Alumni Association of the college. The institution also organized elocution competition and Competitive examination in collaboration with Alumni association of the Institution. The alumni association helps college for conduction of student council activities. Alumni of the college helps institution by donating books to the college library. Employed Alumni of the college visit occasionally and share their views. The alumni members take part in the celebrations of college events such as Annual Gathering, Republic Day and Independence Day, various workshops of different subjects etc.</p> <p>Support for NSS Village Adoption</p> <p>The alumni members help to the NSS unit for adoption of village for its annual NSS Camps. They even help to a great extent in special camp for accomplishing development activities</p>
5.4.2 No. of enrolled Alumni:
53
5.4.3 Alumni contribution during the year (in Rupees) : Nil
5.4.4 Meetings/activities organized by Alumni Association :
<p>03 Meeting organized by the alumni association</p> <p>Activities</p> <ol style="list-style-type: none"> 1. Alumni Association organized Convocation of Degrees on 7Feb 2019 in which 53 graduates were honoured with degrees. 2. Exam on the life of Chhatrapati Shivaji was organized on 19 Feb at intercollegiate level in which 404 students participated. 3. Poster Presentation on 28 Feb Science day was organized in which 50 students participated.
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
<ul style="list-style-type: none"> • 6.1.1 : Mention two practices of decentralization and participative management during the last year .(maximum 500 words) <p>Practice No.1: Decentralization and participative management of Academic</p> <p>Various committees are formed by Principal. The college committees are responsible for admission, time table, examination, Research and Incubation, Sports, Library, Professional Development of College extension committee etc. Committee prepare as per the direction of IQAC for effective working of committee. The convener of the committee makes a perspective plans in the beginning of the session and submits to the principal along with budget. Principal gets the budget sanctioned from CDC and thus the committee works. Students are also the member of this which is nominated by convener with the consent of principal. Convener organised 03 meetings in the entire session. Feedback of the committee taken by principal twice in year. A report of activities is prepared by each committee at the end of every academic year and action is taken accordingly for betterment.</p> <ul style="list-style-type: none"> • Practice No. 2: Decentralization of Administrative management • Office Administration:- Office administration decentralize as per the rule of Maharashtra government. Observation and feedback of office taken by principal regularly. A Scholarship committee is also assign to accomplish work of scholarship related work apart from the administrative office.

- Academic Administration:- Head of the departments are provided administrative as well as academic autonomy and mobility to them for the effective governance i.e. time table, departmental planning, distribution of syllabus workload, conducting of co-curricular activities distribution of non-teaching work, purchasing.

Campus Administration:- We have the four committees functioning Discipline committee, Maintenance committee, Furniture, computer maintenance, Monitoring committee through which campus administration is maintain . They prepare planning, Budget and get it sanction from principal and do the work accordingly. These committees two have the representation of students for better results.

6.1.2 Does the institution have a Management Information System (MIS)?

YES

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Curriculum Development	<ul style="list-style-type: none"> • Classes of communication skill in English taken. • Regular internal subject wise seminars, poster presentations and Group discussions. • Feedbacks on Curriculum from student, Alumni and staff and send to the parent University, some of them were accepted by authority. • Teachers are encouraged to participate in seminars, conferences and workshops. • Foundation course on Human Rights. • Two certificate courses are start. • Library facilities are increased like N-list, Journals. • To prepare the curriculum planning month wise along with co-curriculum activity. • Feedback is taking from students syllabus completion and the review also taken from HOD in the meeting of faculty.
Teaching and Learning	<ul style="list-style-type: none"> • Submission and implementation of teaching plan month wise. • Guest Lectures • To Conducting Subject wise GD, Seminar, Poster presentation, • To organise Study tour, excursion ,field visit, Projects and demonstration of practical's. • Use of ICT in teaching and learning process i.e. ppt, video lecture and online test, online assignment. • Motivating the students for research activities like research

	<p>projects (only for final yr students), seminar & poster presentation competitions.</p> <ul style="list-style-type: none"> • E-learning through N-list and educational websites like science.edu, eslkidslab.com, kingdict.com, kubbu.com are used. • Whatsapp group is formed to interact with students.
Examination and Evaluation	<p>Examination committee publishes notices in the college Notice Board and through the college website notice of internal exam schedule and also circulates in classroom. The examination schedule includes following contents –</p> <p>CIE exam committee prepare time table. Exam table is uniform along with syllabus before one week of unit test, internal assessment, terminal exam. Unit test organise in first week of every month. Result discussion and display of result is time bound. To finalise ten from each exam. If any grievance regarding exam evaluation there separate grievance cell. There is separate internal exam for slow learner students and those students who are participated in sports, NSS and cultural activities</p>
Research and Development	<p>College has research committee which motivates the teachers & students for research:</p> <ul style="list-style-type: none"> • Encourages the non- Ph.D. teachers for Ph.D. Registration. There are 8 Ph.D. awarded till date. • 22 research paper are publish in National journal and 27 research paper are publish in inter National journal out of 11 research paper are publish in UGC approved journals. • The final year students did Research projects. • Two days National level seminar organise on ICT. • To develop research temper among student college started incubation centre. • 5 teachers submitted the research project.
Library, ICT and Physical Infrastructure/Instrumentation	<p>Development of library</p> <p>1) Computer centre with 8 pc with internet facility</p>

	<p>2) Reading hall extended.</p> <p>3) Text book 224</p> <p>4)Reference book10</p> <p>5)Journal 02</p> <p>6) Renewal the inflienet facility</p> <p>7) Suggestion box</p> <p>8) Book exhibition</p> <p>9) Increase the no of extra B.T. Card</p> <p>ICT</p> <p>2 Projectors</p> <p>Inhance Wifi facility</p> <p>Online exam, Online assignment</p> <p>Enhancement of Office automization, Library automization.</p> <p>Enhance the ICT related teaching methods.</p> <p>Communication to students and teachers through whatsapp.</p> <p>Physical Facilities</p> <p>Upgradation of Male Urinals and Toilets</p> <p>Construction of Gym</p> <p>Womens Hostel likely to be completed.</p> <p>Rennovation of electrification of hall and science building.</p> <p>Construction of cabins for science departments and renovation of darkroom for physics department.</p> <p>Agumentation in class, office and departmental furniture.</p>
Human Resource Management	<p>Faculty Development</p> <ul style="list-style-type: none"> • Organized expert talks to prepare the proposal for grants • 2 days ICT Seminar organized • To organized the workshop to the non teaching staff and promoted them to participated in workshops • Institute provides the funding for research to teachers. • Felicitation of teachers for their achievements. • Participation of teachers in Refresher, Orientations, Short term

	<p>Courses etc.</p> <p>Faculty and staff Recruitment</p> <ul style="list-style-type: none"> • The appointments of the teachers are made as per the rules and regulations of UGC, Govt of Maharashtra and SGBAU Amravati University, Amravati. Appointments of the teachers are strictly based on their performance in interview and demo. The newly appointed teachers are gradually assigned various committees and responsibility. • 27 Faculty appointed on CHB level and 4 teachers on contract basis by management. • Performance appraisal system is practiced. • Staff Welfare Fund is provided to Teaching and NonTeaching Staff of the college through Patasanstha working in the college.
Collaboration	<p>Eight departments have established linkages with other colleges and 06 Departments done an MoU with their counterparts in other colleges. The College has done an MoU with IQAC Cluster India and 6 teachers of are members of it and they ask queries and get the responses.</p>
Admission Process	<ul style="list-style-type: none"> • Online Admissions are given as per the rules of Sant Gadge Baba Amravati University, Amravati & Govt. of Maharashtra. • Spot admissions are given to students in B.A., B.Com. and B.Sc. entry year. • Students Counselling is done at the time of admission. • Financial Support provided to needy Students.
6.2.2 : Implementation of e-governance in areas of operations:	
Planning and Development	<ul style="list-style-type: none"> • Audiovisual system in 3 classrooms and 01 in seminar hall. • Updation Language lab with language lab software. • Internet facility rang is extended in the Campus with wifi connectivity.
Administration	<ul style="list-style-type: none"> • Automization of office upgraded • MoU is done with software agency Campus ERP dotcom • CCTV surveillance system enhanced in the institute.
Finance and Accounts	<ul style="list-style-type: none"> • Computerised office and accounts section. • Maintenance of the college accounts through office management system software. • Reception of salary fund from Govt. through Sevaarth portal. Institute is registered with PFMS portal.
Student Admission and Support	<ul style="list-style-type: none"> • TC, Bonafide certificate etc are issued computerized.

		Admission and examination procedure are computerized and online. • Internet WiFi facilities are provided to the students.		
Examination		Online exam is taken by college website software and result displayed on website.		
6.3 Faculty Empowerment Strategies				
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year				
Year	Name of teacher	Name of conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of
2018-19	Dr. N.A. Thakare	1] Emerging trends in Science	00	1500
		2] Recent Trends in Commerce and Humanities		500
	Dr. J.N. Kamble	1] Use of ICT in Teaching, Learning and Evaluation	00	1000
	Mr. K.M. Mulay	1] Use of ICT in Teaching, Learning and Evaluation	00	1000
	Miss. R.A. Naxine	1] Use of ICT in Teaching, Learning and Evaluation	00	1000
	Mr. M.P. Thakare	1] Use of ICT in Teaching, Learning and Evaluation	00	1000
	Dr. A.S. Nile	1] Cash to Cashless Economy: Opportunities and Challenges	00	2000

	Dr. M.N. Iqbal	1] Recent Advanced in Science and Technology	00	1000
	Dr. S.V. Keshwani	1] Emerging trends in Science 2] Recent Trends in Life Sciences for Sustainable Development	00	1500 1500
	Mr. S.D. Ingole	1] Use of ICT in Teaching, Learning and Evaluation	00	1000
	Mr. M.C. Dhabe	Recent Advanced in Science and Technology	00	1000
	Mr. G.V. Patil	1] Role of Physical Education and Other Disciplines in Enhancing the Performance of Players and Fitness for Yong and New India	00	1000

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19	Intellectual property rights	Workshop on Office	27/04/2019 to	17	14

		atomization Software	27/04/2019 and 25/03/2019 to 25/03/2019		
	Workshop on Research Project Proposals	-	28/02/19 to 28/02/19	17	14
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development Programme	Number of teachers who attended	Date and Duration			
Orientation Course (SGBAU Amravati.)	Dr K A Koparkar	01/12/2018 to 31/12/2018			
Orientation Course (SGBAU Amravati.)	Mr. P.N. Kamble	03/10/2018 to 26/10/2018			
Refresher Course (SGBAU Amravati.)	Mr. S.D. Ingole	03/10/2018 to 26/10/2018		Refresher Course (SGBAU Amravati.)	
Faculty Development Programmes	Dr. A.S. Nile	03/10/2018 to 04/10/2018		<i>Shri. Shivaji Science and Arts College, Chikhali, Dist.- Buldana (Online Program)</i>	
Faculty Development	P.N. Kamble	26/05/2019 to 29/05/2019		Live on link www.youtube.com/ mahabridge/live (or	

Programmes			off live as per convenience) (Online Program)
6.3.4	Faculty and Staff recruitment (no. for permanent/fulltime recruitment):		
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temp orary
00	00	00	00

6.3.5 Welfare schemes for

Teaching	Group Insurance, Recommendation for GPF loan , Internet facility, Recommendation for Housing Loan, Festival advance, Group Insurance
Non teaching	GPF, Group Insurance, Personal Loan, Internet facility.
Students	Govt. Scholarship, Basic medical facility, Minority scholarship, Institutional scholarship, Extra BT cards, Free bookset., Merit Scholarships, Financial Assistance to extraordinary talents.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)

There is a mechanism of external audit in the college. As far as internal audit is concerned, it is regularly done by Nirmal Prakash Ozha Chartered Accountant that has been outsourced by the college and External Audit is carried out by the State Government through the Joint Director of Higher Education. The internal verification of Accounts is done by Principal. It inspects the income from different sources and expenditure. The account of the college is subjected to audit by the external authorized chartered accountant per year.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Dr. N.S. Thakare	2500	Sitting Benches

Dr. N.A. Thakare	2500	Sitting Benches
Mr. Mahadeo J Thakare	2500	Sitting Benches
Mr. Vilas Ganjre	2500	Sitting Benches
Mr. K.M. Muley	2500	Sitting Benches
Mr. A.K. Muley	2500	Sitting Benches
Mr. Hemant Chavhan	2500	Sitting Benches
Mr. R.K.. Thakare	2500	Sitting Benches
Mr. Nitin Rokade	2500	Sitting Benches
Mr. Raju Rathod	2500	Sitting Benches
Mr. Mahadev Ingle	2500	Sitting Benches
Mr. M.C. Dhabe	2500	Sitting Benches
Mr. G.V. Patil	2500	Sitting Benches
Mr. R.T. Bramhan	2500	Sitting Benches
Mr. Anil Bhatakar	2500	Sitting Benches
Dr. K.A. Koparkar	2500	Sitting Benches
Mr. R.K.. Thakare	18000	Water Cooler
Mr. Nitin Rokade	10000	Funded to College
Total	68000	
6.4.2 Total corpus fund generated: Rs.14930		
6.5 Internal Quality Assurance System		
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?		
Audit Type	External	Internal
	Yes/No	Agency
		Yes/No
		Authority

Academic	Yes	Dr. V. R. Bhonde Dr. Vivek Gulhane	Yes	Principal
Administrative	No	---	Yes	Principal
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
1. Parent Meeting Organized				
2. Feedback from parents is taken as regards with academic, administrative and welfare.				
3. Teachers communicate parents about the overall performance of their wards.				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none">To organize the training for developing skill about better working.To promote them to participate in the professional association.Financial assistance is provided in the form of advance.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
1. Organized one day NAAC sponsored IQAC National seminar on ‘The Use of ICT in Teaching, Learning and Evaluation’.				
2. Online feedback from students and Teachers collected, analyzed and use for improvement.				
3. Competitive classes are conducted for College students free of cost.				
4. Intellectual Enhancement Scheme through various activities.				
6.5.5				
a. Submission of Data for AISHE portal		: Yes		
b. Participation in NIRF		: Yes		
c. ISO Certification		:No		
-d. NBA or any other quality audit		: No		
6.5.6				
Year	Name of quality initiative by IQAC	Date of conducting Activity	Duration (from-- ---to--	Number of participants

2018-19	1. Organized workshop on Intellectual property Rights	27.04.2019	27.04.2019 to 27.04.2019	17
	2. National level seminar on ICT organized in the college.	7 & 8/01/ 2019	07/01/2019 to 08/01/ 2019	140
	3. Feedback from Students, Alumni and Parents collected, analyzed and used for improvement.	28/03/2019	28/03/2019 to 13/04/2019	305
	4. Teachers did an MoU with colleges	27/04/2019	27/04/2019	115
	5. MoU with IQAC Cluster India	29/07/2018	29/07/2018	02
	6. Organized Convocation of Degree for graduate students	7/02/2019	7/02/2019	53
	7. Poster Presentation on Science Day	28/02/2019	28/02/2019	150
	8. Competitive Exam on the occasion of Chhatrapati shivaji Maharaj's Birth Anniversary	19/02/2019	19/02/2019	405
	9 Organised Alumni Meet	07/02/2019	07/02/2019	53
	10. Academic Administrative Audit (AAA) conducted.	27/03/2019	27/03/2019 to 01/04/2019	17

CRITERION VII –INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period(from-to)	Participants	
		Female	Male

Girls common meet	Aug-2018	183	00
Health and Hygiene Workshop	18-2-2019	102	00
Bird Photography Skill-Workshop	20-3-2019	60	20

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

86.83% (Solar Panel)

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	00
Provision for lift	NO	00
Ramp/ Rails	Yes	00
Braille Software/facilities	YES	00
Rest Rooms	Yes	00
Scribes for examination	Yes	00
Special skill development for differently abled students	Yes	00
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	23	Nil	Regular	Bilingual teaching	Helping out the students those have difficulties to understand in English.	638
		Adopted Villages, Local Entities		Swacchata Abhiyan	To develop eco-friendly attitude and biodiversity conservation.	130
		Students and their villages	Regular	Drinking water analysis	To aware stakeholders about health issues related to drinking water and analyze water quality	3 t 30 st
		Meritorious Students belongs to Manora region Schools	July	Felicitation of meritorious students	To encourage stakeholders to develop competitive skills and attitude for current challenging world	110 st 7 t
			Aug	Aptitude test for competitive examination	To encourage students for active participation and multidimensional development to face various challenges	433

		Adopted Villages	Dec	Water absorption tank	To encourage stakeholders for water conservation and environment sustainability	75 3 t
		25 farmers	Regular	Formation of seed bank and seed boll	To aware students for floral diversity conservation	25 stud 2t
		Nil	Jan	Workshops on recent development in respective subjects	To aware and develop students for current and digital scenario.	325 11 t
		Adopted Vilages	July-aug	Tree Plantation	To develop awareness skills about environment protection among students and stakeholders.	5 t 100 st
		160 cattles of Local Villages	Dec	Domestic animal (cattles) vaccination	Awareness Programmes and enhacement skills for animal husbandary among local communities.	75 stu 3 t
		Local Unit of Patanjali and 25 peoples of adopted villages community	21 June and dec	International Yoga Day	To aware students for mental and physical wellness	150 st 25 t
		nil	21-2-19 23-2-19	Field trips	Exposure towards biodiversity and environmental sustainability among students.	6 t 100 st
		nil	18-02-2019	Health Awareness Programmes	To Aware Physical and mental wellness among students.	102 st 4 t
		Nil	July	Bridge course	To maintain the gap between lower education and higher education along with efficacy of learning and understanding stratification.	17 t 273 std
		Adopted Villages community	Dec	Disaster Management	Environmental Protection and Natural calamities awareness skills among students and stakeholders	120 st 3 t
		Adopted villages	Dec	Eradication of superstition	To aware students and stakeholders regarding various social, religious myths.	75 3 t
		50 local peoples	3 to 12 jan	Series of discourse	To aware students for historical and ethical values	450 st All teachers
		Adopted villages community 150	Dec	Blood checking Camp	To aware haematological disorders.	75 03 t
		Nil	6-10-18	Snake bite Management	To Aware snake biodiversity and snake bite management to protect hundreds of lives in and around the Areas	250 st All techers

		Nil	Regular	Voters awareness programme	To aware about an effective and more participation for fine democratic setup	Final yr std
		Adopted villages	Dec	Child labour, a social evil	To aware students and stakeholders towards social illness and laws and Juvenile crime	75+3
		Adopted villages	Dec	Organic farming awareness Programmes	To aware the local stakeholders towards organic farming and adverse impact of chemicals, fertilizers and pesticides.	75+3

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Code of Conduct for Students	15 th Aug 2018	<p>1. Discipline: Discipline is strictly maintained in the college by discipline committee, faculty incharge, monitoring committee in the campus. Follow up is taken regularly by Principal from above committees.</p> <p>2. Attendance:. Attendance is scrupulously taken by faculty incharges, teachers and follow up of it is taken monthly by Principal.</p> <p>3. Dress Code & ID Cards: The dress code (except Thursday) & ID cards is mandatory. Its monitored by Discipline committee incharge, Monitoring committee and teachers.</p> <p>4. Green Practices: Cleanliness drive, tree plantation, No vehicle day, minimum use of electricity etc. are the green practices. In which students involvement is promoted by the teachers and related committees.</p>
Code of for teachers		The follow up of code of conduct of teachers is taken in three ways academic, ethical and social behaviour. Follow up is taken by Principal regularly in course of meeting. Management also takes the follow up occasionally and specifically CDC meeting and also from students by feedback.
Code of Conduct for Non-teaching staff		The follow up of non-teaching as to their behaviour towards students, colleagues, official performance etc. Follow up is taken by Principal regularly in course of meeting. Management also takes the follow up occasionally and specifically CDC meeting and also from students by feedback.

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Shamrao Dada Mukadam Memorial Gramgeeta Discourse Series	24 Aug 2018	200
Elocution On Variuous Aspects of Chatrapati Shivaji Maharaj Work	25-feb-2019	10 Participants 100 Viewers
Lecture On Farmar's Suicide by Ex-MLA Wamanrao Chatap	15-sept-2019	150
Swacchh Bharat Abhiyan	Ist Monday Teaching Staff IInd Monday Non-teaching IIIrd Students	017 011 100
Series of Discourse	3 to 12 January	500
Nutrition Week	1 to 7 sept	85
Conservation of Environment Tree plantation Water harvesting	7 July	165
Wild life week celebration	1 to 7 oct	150
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<p>1 .Tree Plantations are done in and around the college campus to maintain the greenary. N.S.S unit of the college organized tree plantation and other environmental awareness programmes in the villages .</p> <p>2. Skits organised to create environmental awareness among the students.</p> <p>3. Science department organised various environmental awareness programmes to make the students sensitive about environment. (Poster , elocution and rangoli competition, workshops, world sparrow day, environmental day etc.)</p> <p>4. The college has made the provision of rain water recharging in the college campus.</p> <p>5. "Plastic free campus cell" of the college regularly clean the campus (through teacher and staff with NSS volunteers) to aware the students about the bad impact of plastic.</p> <p>6. No vehicle day observed on every forth Saturday.</p> <p>7. to minimize the consumption of electricity LED bulbs are used in the campus.</p>		
7.2 Best Practices		
<p>Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p> <p>Best Practice 1</p> <p>Energy Conservation through the use of Solar Energy</p> <p>OBJECTIVES</p> <p>1-Maximum utilization of the sun light throughout the year.</p> <p>2- To minimize the use of electricity (conventional energy) consumption in the campus.</p>		

3- To create the awareness in the communities of local area regarding use of solar energy.

4- To promote ample participation for environmental sustainability.

The Context: Vidharbha region of Maharashtra state depicts a high perennial temperature with ample sunlight availability. Large area of college campus which is increasing rapidly requires more energy consumption. So it was necessary to take best possibilities or possible initiatives like use of non-conventional source and minimize use of conventional energy as much as possible.

The Practice: College had installed 5.5 KW solar power panel. It costs 416462 Rs. owned by college. In one hand we are minimizing the conventional energy while on the other hand we are strongly sensitizing stakeholder and locals towards the use of renewal solar energy source as a innovative practice.

Evidence of success: After the installation of solar power panel, the significant reduction in electricity bill had been found. Before this facility the more than 5000 Rs per month was the expenditure as electricity bill but now it became 1000 Rs. It generates 20 units at least per day and as an average 600 units per month & 7200 unit annually approximately which is an effective cost cutting value and steps towards better and possible sustainability at all.

Stakeholders visiting regularly at any occasion of college and getting a strong message towards renewal energy source like solar energy in a current scenario.

Best Practice II

Career Orientation skills ✓

OBJECTIVES

- 1-** To promote the Career development skills of the students.
- 2-** To promote the competitive skills and effective participation.
- 3-** To develop the competitive temperament in students for current scenario

The Context: Most of the students belong to the remote area and they are not aware with the currents scenario of various competitive examination and other aspects of personality development to face the interviews, and examination in a dynamic periods. Through various employments training program the students are continuously benefitted from a long time.

The Practice: The College facilitating various workshop and programs like employments training meets, competitive examination (UPSC, MPSC, SSC etc.) guidance skill development workshop by experts regularly. One competitive test and workshop organized every month regularly. The guidance or these examinations were given by experts from outside agencies as well subjective updating by college faculty along with head of the institution at all.

Evidence of Success: In the year of 2014-15, 190 students, in 2015-16, 384 students, in 2016-17, 592 students and in 2017-18 392 student, in 2018-19, 422 students were participated in various career oriented programs organized by the college in last 5 years. **Aptitude test** taken by college every year for the first year student of various stream i.e. Arts, science & commerce. In which total 150 students as topper were selected for these innovative career oriented programs and were specially guided by experts from outside as well subjective guidance given by the faculty including head of the institution. Through this regular activity the students are continuously awaking and updating their skill and knowledge day by day along with multidimensional

development of the personality.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Upliftment of academic status and personality development of rural students:

College belongs to rural area and most of the students are not aware of the importance of higher education. This village comes under the manav mission last from 10 yrs. The human right index of Manora is very low. Before 10 years the females ratio in higher education in this college were low, not even a single girl student of Muslim community of the area were taken admission in higher education. In the year of 2014-15 the total girls students were 246, in the year of 2015-16 the participation of students were 305 and in the year of 2017-18 total 366 in the year 2018-19 total 386 in number, this shows the linear increase in the presentation of female students. Now the active participation with good number of Muslim female students imparts fine efforts of college. Even in the past years the presentation and active participation of the students were very low but now college playing key role for the society in terms of education and their mental and physical wellness. College is playing a motivational and supportive role in improving the quality of education among students. Most of the students belong to the rural area, economically weaker section, educationally suppressed and socially backward classes College is bound to for the overall developments of the rural students in terms of various skills in academics, competitive examinations, personality development, and sports. Through multidirectional endeavors college is regularly developing the rural students specially girls potentially. College provides moral values along with social values in students by arranging various different training programs for self employments. College facilitates “Matru Saptah” on the occasion of various personalities birth anniversary like Savitri Bai Phule etc. to bring the moral values and character development in students. Students are benefitted by providing 1000 rupees as financial support for the 2 toppers students of the each department by teachers. Welfare scheme like adoption of economically weaker students by teachers imparts the financial help cum upliftment. College is regularly distributing the books to needy & economically weak five students of each faculty on every 15 August of the year. Interested students for various competitive examinations are provided extra BT cards from library by college and guidance imparts the extensive care to rural students. Economically weaker girl’s students are not able to afford the transportation expenses so college provides bicycles as charity to students. It’s also develops the physical and emotional strength along with sports skills in girls students. College regularly aware the students for government scholarship schemes to update the knowledge and curiosity in students in recent

trends .Regular career guidance and personality development are given by principal and staff. To Select the students those are interested in competitive exams, college will organized “Kalchachani” exam and from them near about 150 students are selected and workshops on competitive exams are organized on the regular basis.

For various competitive examinations college is facilitating the quality of workshops and motivational lectures through various body of the institution. Subjective guidance is given by the concerned teacher regularly by which students belong to rural areas enhancing the updating their knowledge regarding their subject with career point of view etc. Examination like JAM for higher education, the college is providing special extra classes by teachers regularly. For the developing of research attitude and aptitude, various innovative projects given by teacher in different subject develops the field research, society interactions and development of communicating skill which is an integral part of the personality development. Now the convocation program had started at college level right from 2018-19. So college has started facilitate with silver medal to students which create the zeal and temperament in student to achieve things better and better. This improves the quality of learning for better future and leading quality.