



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	MATOSHRI SUBHADRABAI PATIL ART AND LATE PANDURANGJI THAKARE COMMERCE COLLEGE
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 Email	mshpkpt@rediffmail.com
Alternate Email	nanduthakre@gmail.com
Address	MANORA DIST: WASHIM
City/Town	Manora
State/UT	Maharashtra
Pincode	444404

2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	Self financed and grant-in-aid																		
Name of the IQAC co-ordinator/Director	DR A Y ALI																		
Phone no/Alternate Phone no.	07253263207																		
Mobile no.	9923538050																		
Registered Email	helloayali@gmail.com																		
Alternate Email	iqacmsp@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://www.mspkptmanora.ac.in/IOAC/1579951522.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mspkptmanora.ac.in/Calender/1616293187.pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.01</td> <td>2013</td> <td>10-Dec-2014</td> <td>09-Dec-2019</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.01	2013	10-Dec-2014	09-Dec-2019
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.01	2013	10-Dec-2014	09-Dec-2019														
6. Date of Establishment of IQAC	05-Apr-2013																		
7. Internal Quality Assurance System																			
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																
No Data Entered/Not Applicable!!!																			

[View File](#)

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
Faculty	Unnat Bharat	MHRD	2020 365	50000
Institution	Womens Hostel	UGC	2020 1825	600000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Submission of SSR for 2nd cycle

Every teacher donated rupees 1200/ to the institution per year to develop social responsibility and the amount utilized for the needy students or person in society. As such one employee who is the cancer patient was financially assisted by giving 70000 rupees.

01 teacher did Faculty Development Programme (FDP) of MOOC. 09 teachers did online orientation course.

New perspective plan 202021 to 202526 was introduced.

District Level Avishkar Convention was organized in the College by Research Committee on 9 Jan 2020 in which 150 students participated.

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

Plan of Action	Achievements/Outcomes
Improvement in ecofriendly campus	Seventy trees of Neem were planted in the premises of College. There are variety of trees in the premises of College such as Caesalpiniaceae, Apocynaceae, Euphorbeaceae, Rutaceae, meliaceae, Lamiaceae, apocynaceae, Fabaceae, Cupressaceae, Annonaceae, Myrtaceae, fanaceae, casuariceae, apocynaceae, sapotaceae, Acanthaceae, moraceae, fabaceae, Laminaceae, arecaceae, Solanaceae, Moringaceae, Anacardiaceae, Rutaceae, Cycadaceae and Araucariaceae. Solar lamp is fixed in the premises of College it is quite useful during night. Cleanliness drive was conducted by NSS under which all the classrooms of the college were cleaned by NSS volunteers. They also cleaned the campus of college.
Research activities will be increased	Incubation center has been started in the college and District level Programme like Avishkar has been conducted in the College Two research scholars did their Ph D under the supervision of Dr N S Thakare Principal and supervisor of Chemistry. One teacher did his FDP under MOOCS and nine teachers did their online orientation. Faculties such as Maths, Eng, Library Science published chapters in Book and Book on Botany published Three teachers attended International seminar and Twenty teachers attended national Seminar. Two teachers presented their seminar Papers in International seminars. One teacher went on Selection Committee as a Resource Person.
students will be encouraged to undertake socially responsible activities.	Blood Donation Camp was organized by NSS. World Womens day was organized in the college and workshop on Women Empowerment was organized in which Miss Savita Wadde Police Sub Inspector guided the students. Banners on how to protect ourselves from Corona virus were fixed in the premises of College and principal of the college also guided students on Zoom App as to how we can keep ourselves safe from

	<p>pandemic. Similarly on the occasion of Mahatma Gandhis birth anniversary Rally on Plastic Eradiction was taken by NSS in the locality. Workshop on Disaster management was also organized by NSS on this occasion Shyam Sawai a social worker guided NSS volunteers.</p>
Gym will be started in the college for students.	Gym started in the college for students.
The college will conduct career oriented programmes in the college	University level two workshops were organized by the college on soft skill development in which hundred students participated respectively. Similarly two workshops on Competitive Exam were organized in which one hundred and sixty nine students were present. One workshop was organized on how recruitment is done in State Bank Of India in which thirty nine students were present.
Academic Audit (Internal) for continuous academic upgradation.	Internal Academic Audit was done.
Academic Calendar needs to be prepared before the beginning of the next session and display it on the college website.	Academic Calendar was prepared and displayed it on the college website.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Development Committee	13-Oct-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	No
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Institution gives information about various parameters of MIS. We fill data of teachers, filled posts and vacant posts. We also 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
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provide details of financial aspects of grants received and fund generated by the management and fiscal deficit to the government authority through MIS portal of Maharashtra government. The data is maintained in the college for better and effective decision making on matters related to institution. Communication of important information to stakeholders through college website and WhatsApp groups. formed by every mentor. Library is partly automated. Upgradation of the college website with special importance to MIS. Attendance system in college for better management of students lectures is available.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Affiliated colleges don't have any role in Curriculum designing and development. Affiliated colleges have to implement the curriculum designed by the Board of Studies of the Parent University. In order to inculcate the values and syllabus content the college prepares planning in the beginning of the session. IQAC :- The college IQAC body in the beginning of the session chalks out a plan for effective curriculum delivery. Head of the department in the beginning of the session according to plan chalked out by the IQAC body prepares Departmental planning with other faculty members. Individual faculty members prepare their academic teaching plan for the completion of syllabus Time Table and work load. 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. Syllabus completed and co-curricular and extra-curricular activities are monitored through this process. The Principal of the institution through review meeting organized in the classroom itself take the review of syllabus completion. Bridge Course :- A one-week Bridge Course is taken by every faculty member only for those students whose faculty in H Sc was different. Basic Subject Knowledge Test :- Basic Subject Knowledge Test is conducted in the beginning of the session for the entry year students. Slow learners and Fast learners are sorted judged by the performance of students in this test. After identifying slow and advanced learners they are given special attention accordingly. Co-curricular Activities:- Co-curricular activities like seminar, group discussion, projects, guest lecture, poster presentation are conducted for students to heighten their learning experience. ICT and Other Resources:- Every faculty member use ICT facility available in the college for effective curriculum delivery. LCD Projector, software's like ETNL are used in the college to heighten the learning experience of the students and Google Classroom is used in the college . 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 What Sapp students are communicated about the issues related to curriculum. Video 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. As an Action Taken Report the concerned employee is asked to correct the things pointed out by the stakeholders. Month-wise Test :- Month-wise Test is taken. Marks are shown to students, thereby they are improved.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	17/07/2019
BSc	Nil	17/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
0	Nil	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Project	11
BCom	Field Project	34
BSc	Field Project	59
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The feedback Committee gets the feedback form from different stakeholders like students, teachers, parents and alumni every year. In the academic session 2019-20 the feedback form was taken online in Google Form. However feedback form from Parents and Alumni was taken manually. Questions in the feedback form of teachers are asked on how should be their syllabus which particular contents should their syllabus have so that they may prove useful in building the career of students. By taking feedback from parents we come to know how much their wards took benefits of the overall education which they receive in college. The college tries to amend its ways if parents suggested through their feedback. If Alumni give some suggestions in their feedback the college tries to put them into practice. Feedback is taken from teachers on current syllabus. Analysis of Feedback: The data collected was sorted out and then analysed for preparing Report. The analysis was done parameter wise. The aspects pointed out by all the stakeholders are considered with special care and attention. received through the feedback are promptly communicated to all the teachers for improvement. Analysis Report put before College Development Committee (CDC):- In the meeting of CDC the analysis report is placed for getting approval. Action Taken Report (ATR):- Having got the approval from CDC suggestions received from students and teachers to include some contents in the syllabus are communicated to Board of Studies(BoS)of Parent University. Thus the Parent University included the contents in the syllabi of History, political science and Economics. But the institution is an affiliated to SGB Amravati University and it has to follow the syllabus designed by the Parent University.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	144	133	133
BCom	Commerce	120	69	69
BSc	Science	120	110	110
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	592	Nil	29	Nil	Nil

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
29	29	5	5	Nil	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentor Mentee Scheme is being run in the college All the teachers are involved in the process of mentoring wherein minimum 20 to 25 students are allotted to one teacher to take care of their academic and psychological well-being and also monitors class attendance and performance in co-curricular and extra-curricular activities. Every mentor prepares a list of all the students allotted to him/her with details of name, class Contact number and E Mail Id. Mentor provides advice to enhance the mentees overall development. Mentors provide personal counselling, career counselling. The mentor also works for finding out hidden talent of the students in various aspects so that they can be promoted to do various activities in the concerned area for their holistic development .Mentor holds the monthly meeting with mentees in which issues are discussed like Seminar, Poster Presentation, Group Discussion, Quiz Competition Field Visit etc. Whether students have submitted their scholarship forms, whether they have filled or did not fill their exam forms. mentors give the phone calls if some mentee leaves absent. If some student does not afford the fees of exam then the mentor pays his/her exam fees and also help mentees financially in purchasing dress code. Lady mentor resolves the problems of girls related to their health problems and even their domestic problems. Objectives of Mentor mentee scheme are as follows:- Mentor Mentee Scheme are as follows: 1. To increase the performance of mentee in curricular, co-curricular and extra-curricular activities. 2. To take care of students in academic field. 3. To increase attendance of the mentees in the classroom. 4. To organize the monthly meeting with mentees to know their problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
592	29	1 : 20

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	25	6	8	3

2.4.2 – Honours and recognition 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	Nil

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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
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BA	B A	SEM VI	31/10/2020	25/11/2020
BCom	B Com	SEM VI	31/10/2020	26/11/2020
BSc	B Sc	SEM VI	31/10/2020	21/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has initiated continuous internal evaluation according to norms and guidelines of parent University. Examination Committee is separately constituted for conduction of all internal examination and continuous internal evaluation. One faculty member from each faculty is nominated on examination committee. The committee in the beginning of the session prepares plan of continuous internal evaluation and the same is circulated to every faculty members of every The college has initiated continuous internal evaluation according to norms and guidelines of parent University. Examination Committee is separately constituted for conduction of all internal examination and continuous internal evaluation. One faculty member from each faculty is nominated on examination committee. The committee in the beginning of the session prepares plan of continuous internal evaluation and the same is circulated to every faculty members of every department. The same program is communicated to the students through website and Notice Board and in classroom. The internal examination committee monitors and conducts internal examinations in the college . For the Continuous Internal Evaluation, the college conducts tutorials, unit tests, departmental seminars, project works, practical examinations, home assignments, online test etc. The college has developed department wise criterion for assigning internal marks according to the guidelines of the parent university. At the commencement of every academic year, the students are made aware of the continuous internal evaluation mechanism which includes nature of question papers, marking scheme, various types of evaluation methods. The syllabus for the internal examination is communicated to the students in advance by the concerned subject teacher.

Internal Examination Committee works to prevent malpractices in the examinations. Internal marks obtained in the examination are displayed on the departmental notice board. The answer sheets are shown to the students after evaluation for their information which provides transparency and accountability in the evaluation process. After the results are announced student can seek a reevaluation of their answer sheets if needed. Tests results are shown in 10 days to the students. Students who are not satisfied with the results are given fair chance to reappear for examination. Those students who are absent on account of participation in extra-curricular activities like sports and NSS they are assigned separate time to complete their internal assessment. The benchmark of the evaluation includes attendance, tutorials, practicals, field projects, research projects, assignments/seminars/oral presentations and the score secured in the internal tests. The question papers for the internal examination are prepared in a uniform pattern and as per the guidelines of the University. Students grievances are taken care of and are redressed in a timely manner. Online internal marks are submitted to the university on the university internal examination portal. Mobile phone in the examination hall is strictly prohibited. Marks lists of the students are prepared after the evaluation 10 Toppers are sorted out from the Result of Unit Tests conducted by the subject teachers and meeting in the classroom is held with them in the presence of all the other students and they are told that they topped in the Test.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Parent University in the beginning of each academic session prepares academic calendar. The university takes care of every aspects of teaching,

learning and evaluation process. In the same way the college prepares its own academic calendar and is circulated to the students in Prospectus, on college website and in classroom. The college strictly follows University academic calendar. Teaching days are given to every teacher in the beginning. Time fixed for internal examination, Terminal examination, University examination are given in the academic calendar. The Principal of the college addresses the newly admitted students to make them aware of various facilities, rules and regulations, and examination related activities Academic Plan Every teacher of the college prepares their own academic calendar for teaching learning and evaluation process. Every teacher allots sufficient time for the curricular and extra-curricular activities. Every teacher prepares their own teaching plan in tune with academic calendar of the University and institution and is strictly followed. Teachers organize Bridge course, group discussion, seminar presentation project work, excursion tour on the time assigned for particular activity. Department of library science and Physical education also have their own academic calendar. Library organizes book exhibition, competitive examination and aptitude test in the time of less academic activities. Sports department organize their sports activities in between two semester of the year. NSS organize its Special camp after examination vacation before beginning of the even semester. Internal assessment examinations are conducted on the time fixed by exam committee. Record submission, practical examination and Viva Voce are conducted on time given by the University. Examination Committee Examination committee in the beginning of the session prepares its schedule for conduction of continuous internal examination. Unit Tests are conducted in the first week of every month and result is declared after 10 days. Review of Syllabus Review of Completion of syllabus is taken by the incharge of faculty. Teachers submit monthly report through Daily Diary. The principal of the college regularly conducts departmental meetings to ensure the better functioning of the academic and examination related activities. It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities. Teachers also maintain the diary which embodies departmental planning and Academic Calendar and review of syllabus is also taken in accordance with that.

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/NAAC/College%20Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B Sc III	BSc	---	59	59	100
B Com III	BCom	----	34	34	100
B. A. III	BA	-----	37	37	100

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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/view_naac_2ndc.php?id=145

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 year
Nil	0	Nil	0	0
No file uploaded.				

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
Soft Skill Development Workshop	Soft Skill Development Committee	16/10/2019
Soft Skill Development Workshop	Soft Skill Development Committee	25/02/2020
Employment in Research workshop	Career Guidance Cell	22/07/2019
Competitive Exam Workshop	Career Guidance Cell	17/10/2019
Competitive Exam Workshop	Career Guidance Cell	11/12/2019
SBI Recruitments Workshop	Career Guidance Cell	20/01/2020
State Level Poster Competition Workshop	Department of Science	28/02/2019
Avishkar Workshop for Teacher	Incubation Centre M.S.P College	19/09/2019
District Level Avishkar Convention	Incubation Centre M.S.P College	09/01/2020
Workshop on Innovation Creativity	Incubation Centre M.S.P College	27/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
University Level Avishkar Convention	1.Shital V Chipde 2. Miss Shasti Thakare 3. Mustakim Makwani	SGBAU University	14/01/2020	Pure Science and Commerce and management
District Level Avishkar Convention	1. Shital V Chipde 2. Miss Shashi Thakare 3. Mustakim Makwani	SGBAU University	09/01/2020	Pure Science and Commerce and Management
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	Incubation	Management	--	--	02/09/2019

Center

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Chemistry	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Mathematics	2
English	1
Botany	2
Library Science	1
No file uploaded.	

3.3.5 – Bibliometrics 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 Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	00
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	20	7	2
Presented	2	Nil	Nil	Nil

papers				
Resource persons	Nil	1	Nil	Nil
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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 participated in such activities	Number of students participated in such activities
Street play at college on defecation free village	NSS	4	120
Swachhta Abhiyan (Cleanliness Drive)	NSS rural Hospital Manora	3	110
wachhta Abhiya (Cleanliness Drive)	NSS	12	130
International Yoga Day	NSS Unit in collaboration with Deptt of Physical Education and Patanjali	3	150
Swachhta Abhiyan (Cleanness Drive	NSS Rural Government Hospital at the campus of Rural Hospital	2	120
Sock Pits	NSS at College campus and outskirts of College	3	60
Programme on Plastic eradication	NSS Extension Committee	3	100
Rare Seeds Collection	Department of Botany	3	70
Water Analysis	Department of Chemistry	4	80
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Awareness of Plant and Environment in the High School Jr College studeeents of Manora	Received Certificate	High School Manora	500

Vedic Mathematics	Received Recognition Certificate	High School of Manora	700
Awareness of Solar Cell/LED	Received Recognition Certificate	High School Manora	500
Distribution of grocery kit during lockdown of Covid-19.	Received recognition certificate	Sarpanch Grampanchayat	40
Awareness of Covid 19	Received recognition certificate	Sarpanch Grampanchayat	140
No file uploaded.			

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 participated in such activities	Number of students participated in such activities
International Yoga Day	Conducted by NSS and Sports in collaboration with the Unit of Patanjali	Yoga Camp	3	150
Swachh Bharat	NSS	Cleannliness Drive at College Campus	12	130
Swachh Bharat	NSS Rural Hospital Manora	Cleanliness at The campus of Rural Hospital	2	120
Swachh Bharat	NSS	Cleanliness at Campus of Rural Hospital	3	110
Sock Pits	NSS	Sock Pits at College campus	3	60
Street play on defecation free village	NSS	street play at College campus	4	120
Plastic eradication programme	NSS Extension department	Plastic eradication programme at college campus	3	100
No file uploaded.				

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
Nil	00	Nil	00

No file uploaded.

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	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

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/Activities	Number of students/teachers participated under MoUs
Tulsiramji Jadhao Arts and Commerce College Washim	Nil	Academic Exchange	20
Salunkabai Raut Arts and Commerce College	Nil	Academic Exchange	9

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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
669042	608220

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

[View File](#)

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
Library Atomation system software (Soul)	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4621	791826	350	68350	4971	860176
Reference Books	305	122812	102	138412	407	261224
e-Books	80409	5900	Nil	Nil	80409	5900
Journals	20	30780	4	3000	24	33780
e-Journals	3828	5900	Nil	Nil	3828	5900
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	15	30000	5	2000	20	32000
Weeding (hard & soft)	12	1774	4	1400	16	3174
Others(s pecify)	424	15330	Nil	Nil	424	15330
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4.2.3 – 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
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	47	3	1	1	0	7	0	2	0
Added	0	0	0	0	0	0	0	0	0
Total	47	3	1	1	0	7	0	2	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 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
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
1559191	1417447	423496	384997

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established system and procedure for maintaining and utilizing physical, academic and support facilities. Procedure Various committees for maintaining and utilizing physical, academic and support facilities have been formed. Every committee in the beginning of the session presents its action plan to the Principal. Every activity is organized in proper coordination after thorough discussion with the Principal of the institution. Various classrooms are allotted to the class according to the strength and need of the class. There is a co-ordination in organizing various programs in auditorium hall. Auditorium hall is used for various cultural activities presentation and others. Physical infrastructure is sufficient and is according to the norms of statutory body. 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: There are 09 laboratories in the college, Science building is separately constructed with attached laboratory and classrooms .Instruments and chemicals and other facilities are available in the laboratories. The college has Zoology laboratory, Physics, and chemistry laboratory. Computer lab is Separate and language lab is separate. Practical sessions are conducted in their respective laboratories. Language lab is used for conducting Communication skills classes. Laboratory assistant maintain the stock register and equipment and laboratory attendant maintain daily practical equipment and cleanliness Main instruments are mended by hiring private agency. Budget is allocated in every year for upkeep and purchase of instruments in laboratory. Class rooms: The College has 13 Class Rooms with green boards. Maintenance of furniture (Broken, repairing, coloring,) by hiring local workers. Furniture committee frequently monitors furniture requirements. Classrooms are maintained (Coloring, light, fan and repairing) by maintenance committee through local workers. Classrooms are cleaned by peons on daily basis. Computers All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The computer laboratory connected in LAN is open for the students, the office computers which are also connected through the LAN is consisting of the all the required software making work easier and are restricted to use only by the appointed office staff. The library computers are connected with LAN and internet and also they are loaded with the library software. Departments and the staff can use the computer system with internet in library. The maintenance of computers

is looked after by computer maintenance committee with the help of local expert. Drinking water The college has R.O. drinking water facility for staff and students. The maintenance is done on regular basis by the supporting staff. Parking The institution has two separate parking space. Security guards are on duty in the parking areas. Generator The college has a generator facility to provide uninterrupted power supply to office. Toilet The college has separate toilet for male staff, female staff, girl students and boy students. The cleanliness is done by the contracted sweeper. Canteen Canteen has cafeteria for Staff as well as Students. This facility is available during college hours.

http://www.mspkptmanora.ac.in/view_naac_2ndc.php?id=150

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	Financial Support Scheme	36	21000
Financial Support from Other Sources			
a) National	Government of India Post Matric, central Sector Scheme, Post Matric Scholarship for minorities students.	445	2103983
b) International	00	Nil	0

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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	Date of implemetation	Number of students enrolled	Agencies involved
Yoga	21/06/2019	150	Physical Department of College and Waman Maharaj School Kolar
Bridge Course	01/07/2019	304	College itself
Soft Skill Development	16/10/2019	50	SGB Amravati University
Personal Counselling and Mentoring	01/07/2019	304	College itself

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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 for competitive	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed
------	--------------------	--	--	--	---------------------------

		examination	counseling activities		
2019	Workshop on Career Counselling (Opportunities in Defence Sector	Nill	65	Nill	Nill
2019	Workshop on Competitive Exam	Nill	114	Nill	Nill
2019	Workshop on Competitive Exam	Nill	65	Nill	Nill
2020	Workshop on the Career Counselling (Recruitment in SBI)	Nill	39	Nill	Nill
2020	Taluka Level general knowledge Test on Chhatrapati Shivaji Maharaj on his birth anniversary	600	Nill	Nill	Nill
2020	General Aptitude Test Sarasvati College Shegaon	46	Nill	Nill	Nill
2020	Test by Lakshya Academy and MSP College	400	Nill	Nill	Nill
No file uploaded.					

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	Number of grievances redressed	Avg. number of days for grievance redressal
57	57	60

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
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	5	B. Com	B. Com	Saraswati Social Work College Washim, Innani College Karanja Lad, Mungsaji maharaj Maha vidyalaya Darvha	M.Comm, M SW
2019	11	B.Sc	B Sc	SSKR College Karanja (Lad), SGB Amravati University, G S Gawande College Umerkhed, M M College Darwaha	M Sc
2019	8	B A	B A	VMV Amravati, Dhabekar College Karanja Lad, Saraswati social Work College Washim	M A , M Sw
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5.2.3 – Students 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	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
----------	-------	------------------------

Elocution Competition	State Level	28
Honoring meritorious students	Institutional Level	92
Teachers Day	Institutional Level	35
Cotinuuous reading	Institutional Level	84
Discourse on the lives of Great souls	Institutional Level	550
Exam on Gandhis thoughts and Gramgita	College Level	29
Playright	College Level	29
Essay Competition	University Level	28
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Response: Student Council Response: Student Council The college has a student's council as per the Maharashtra Public University Act, 2016 The council is constituted as per above. 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. President and Secretary of the student council are nominated on the college development committee. In the session 2019-20 Govt. restricted the elections of student council. Objectives and functions of Students Council: Organization of Cultural activities, Sports Events. Participation in organization of Workshop, conferences organized by the college. Active participation in NSS Camp, Extension activity of the college, Plantation drive, Cleanliness drive etc. 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 two active students are nominated by the Principal and committee convener. The objective and role of the committee is clearly stated at the time of committee formation. The aim of nomination of students in the committees is to understand working of college. The 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 centre Scholarship committee, Extension committee Study Tour committee Furniture committee, Student Development cell

Student Alumni Association The college has a student's council as per the Maharashtra Public University Act, 2016 The council is constituted as per above. 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. President and Secretary of the student council are nominated on the college development committee. In the session 2019-20 Govt. restricted the elections of student council. Objectives and functions of Students Council: Organization of Cultural activities, Sports Events. Participation in organization of Workshop, conferences organized by the college. Active participation in NSS Camp, Extension activity of the college, Plantation drive, Cleanliness drive etc. 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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

YES 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.106/2019, 19/07/2019. The association is functional since 2015. The institute endeavors to establish a rapport between the institution and its alumni. 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 to all the stakeholders. 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. 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 Rs.1,00,100/- 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 Rs.20,000/- to purchase LCD Projector for effective teaching learning. The alumni association of the college also extend financial help for prize given to scholar students 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 workshops for self-development are arranged in the college and NSS camp 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 awareness in social issue through the participation in extra-curricular activities of the institution. Representation of Alumni 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 and Anti Ragging and sexual harassment committee. Activity in collaboration of college The college organizes elocution completion and Tehsil Level Competitive examination on the occasion of Chhatrapati Shivaji Maharaj birth anniversary in collaboration with Alumni association. Convocation ceremony, National Science Day, Blood donation camp organizes with collaboration and Topper students of the college are felicitated and given prizes by alumni. Support for NSS Village Adoption 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

5.4.2 – No. of enrolled Alumni:

45

5.4.3 – Alumni contribution during the year (in Rupees) :

100100

5.4.4 – Meetings/activities organized by Alumni Association :

The College has Alumni Association registered by Charity Commissioner and works actively. It conducted Tehsil Level general knowledge Test on the life of Chhatrapati shivaji maharaj on 19 Feb 2020. It also conducted Blood Donation camp in collaboration of NSS on 15 Aug 2019. it also held 02 meetings of Alumni and discussed on various issues.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) The Principal is the head of the institution who takes the lead role in decentralizing the work by forming various committees in tune with the governing body. The head of the institution is Chairman of the governing Body while the functioning handled by the Principal. Two meetings of College Development Committee are held in an academic session. Principal seeks opinions of College Development Committee members for short term and long term decisions keeping in mind the mission and vision statement of college. The various heads of the committees are provided full authority to work according to competency to achieve the goal of institution. The college promotes the culture of participative management. Participative management levels are: Management, Principal, Faculty Non-teaching Staff and students. The college constitutes various committees for the smooth functioning of day to day activities. There are 26 committees functioning in the college. Transparency is maintained by sharing the information on college website for ready reference of all the stakeholders of the college as well as the citizens. There is student representative on every committee. The faculty is involved in planning and organizing co-curricular and extra-curricular activities.

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):

Strategy Type	Details
---------------	---------

Curriculum Development	<ul style="list-style-type: none"> • Regular internal subject wise seminars, poster presentations and Group discussions. • Number of demonstration experiments was increased • Feedback 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 on curriculum development by other colleges
Teaching and Learning	<ul style="list-style-type: none"> • Submission and implementation of teaching plan • Guest Lectures • Conducting GD, Seminar, Study tour, excursion field visit • Use of ICT in teaching and learning and case study and interactive methods are applied. • Motivating the students for research activities like research projects (only for final yr students), seminar poster presentation competitions. • E-learning through N-list and educational websites like science.edu, eslkidslab.com, kingdict.com, kubbu.com are used. • Video lectures are shown to students from you tube. • Projects are given to final year students. Teachers use E-sources like Google Classroom, WhatsApp group of students, Zoom App for online teaching, Video Lectures of You Tubers. Lectures are also taken on Power Point.
Examination and Evaluation	<p>The College has set up the Examination Committee to keep an eye on the whole examination process and to make effective implementation of the evaluation reforms initiate by the college. Therefore , the following excises are strictly done. 1. The examination committee prepares the schedule of the unit tests and common test exam and it circulated among the students one week before. Time Table of exam is sent on the whatsapp group of students as well as on the notice Board of college. Subject teacher prepares the question paper and submits to the exam committee. When the exam is over the subject teacher has to submit the resultsheet to the exam committee and marks are shown to students. Answer copies are given to students for checking. The examination schedule include following content -</p> <ul style="list-style-type: none"> • Date of college exam • Date of internal assignments exam (University) • Submission of subject's result • Date of Declaration of result • Date of oral

exam • Date of practical exam • Date of submission of internal assessment • Declaration of result of internal assessment • Redress about the Examination • Redress submission to the examination committee. • Basic Knowledge test for entry year students. • Unit Tests, College Examination. • Seminars, GD's and Projects.

Research and Development

College has research committee which motivates the teachers students for research: • To encourage the non- Ph.D. teachers for Ph.D. • College offers the funding to teachers to research local social scientific issues. • To make teacher publish at least 02 research papers in international and UGC approved research journal. • To present at least 02 research papers in National/International conference. • The final year students are encouraged to select project themes which aim at focusing and resolving issues of the society or which have social economic relevance. • To organize University level Seminar Poster presentation competition for students. • For this research and development college organized 02 workshops for teachers • Workshop on research paper publication and ethics. The college organized workshop on SBI Recruitment on 20.01.2020. State level Poster Competition was organized by Department of Science on Science Day. Avishkar District Level workshop was organized in the college by Incubation Committee on 09.01.2020. Workshop on Innovation Creativity was organized on 27.02.2020 by Incubation Committee. There are 09 teachers having Ph D degree. Total 08 departments conducted workshops.

Library, ICT and Physical Infrastructure / Instrumentation

Library • Use of advanced technology is encouraged to make library services more effective and convenient. • Total area of the Library 162.5 sq.meter • Total Seating capacity 150 • Reading Hall Females 11 X 14 • Reading Hall for Staff 20 X 17 • Reading Hall Common 50 x 35 • Boys Lavatory 16x12 • Internet Counter 11 x 07 • No. Text Books 4971 • No. Of Reference Book 295 • Journals : 18 • INFLIBNET Facilities Available • Internet Facilities Available (100 mbps) • Suggestion Box in Library • Career Counseling and Competitive Exam Cell • Extra BT Card ICT All the

required equipments as per the syllabus are purchased and made available to the students • Google Classroom • Power Point Presentation • Vedio Lectures from YouTube • Videos made by teacher • Correspondence through email, whatsapp • ICT supported teaching • Computer lab Library with internet facility • Administrative office atomization • Library atomization Physical Infrastructure In addition to the instruments prescribed by University, advanced equipment are purchased for promoting research • Ladies Toilet Up gradation • Black boards replaced by Green Boards • Women's Hostel available in the College Campus • Garden Development • Upgradation of Playgrounds • Upgradation of Laboratories

Human Resource Management

• Workshop sponsored by SGBAU Amravati on Soft Skill Development. In the Academic Session 2019-20 two workshops on Soft Skill development were organized in the college by Soft Skill Development Committee in which 50 students attended in each workshop. First workshop on soft skill development was organized between 16.10.2019 to 19.10.2019 and the second workshop on soft skill development was organized between 25.02.2020 to 28.02.2020. in this workshops 20 trainers were invited to train students. • The staff is encouraged for developing the new ideas in teaching, research extension. • The faculty and staff recruitment is done on the basis of merit as per the qualification prescribed by UGC and Maharashtra State Government Rule.

Industry Interaction / Collaboration

No

Admission of Students

The college ensures publicity and transparency in the admission process in the following ways. The college posts the notice on the College Website mspkptmanora.ac.in. College prospectus is available in the college which gives exhaustive information about the admission process. College Admission Committee follows all the rules set up by the university and the state government of maharashtra with regards to number of admissions . 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:

E-governance area	Details
Planning and Development	Dr. Jagdish Arora (Infocity Gandinagar Gujarat) (7923268201)
Administration	Campus ERP dotcom (7249419040, 9168717686)
Finance and Accounts	Campus ERP dotcom (7249419040, 9168717686)
Student Admission and Support	Campus ERP dotcom (7249419040, 9168717686) and Rudra Web Solutions (9890605139) and University
Examination	Rudra Web Solutions (9890605139)

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 support
2020	Dr Sharda N Padghane	Biostatistics	--	600
2020	Mr Shivdas R Aher	International Conference on Recent Trends and Research in Engineering and Science	--	1000
2020	Dr Rahul R Kajalkar	Biostatistics	--	600
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Office automation	Workshop for Non Teaching Staff on Office automation	16/01/2020	16/01/2020	Nil	8

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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	From Date	To date	Duration
Orientation (Virtual)	9	04/06/2020	01/07/2020	28
Faculty Development Programme (FDP)	1	08/06/2020	14/06/2020	07

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	5	1	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Leave, Group Insurance, Encouragement for Ph.D. DCPS, Loans, Deliver Guest lecture, Attainment for various courses. Internet facility.	Leave, GPF, Group Insurance, loans, Internet facility.	Gov. Scholarship, Basic medical facility, Counseling cell, Minority scholarship career guidance, Parent teacher scheme, Institutional scholarship, Extra BT cards, Free book set, Merit Scholarship.

6.4 – Financial Management and Resource Mobilization

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

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) The financial resources of the college are managed in a very effective and foolproof manner. For the effective use of financial resources, the annual budget is prepared as per requirement of the various sections/departments. Proper accounts are maintained by college through cash book, ledger and voucher file. Each and every transaction is supported by the vouchers. The disbursements of the funds for the needs/purposes are strictly monitored by audit committee and principal. All the collections are deposited in the bank. Duly authorized persons can operate through the bank. All expenditure recurring and nonrecurring are incurred through checks. The college follows a transparent audit practice. The internal audit is done by the college audit committee. It inspects the income and expenditure from different sources. All financial matters are supervised by the concerning committee and accounts of the college are 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	Funds/ Grants received in Rs.	Purpose
----------------------------	-------------------------------	---------

funding agencies /individuals		
Nil	0	0
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6.4.3 – Total corpus fund generated

5950

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	Yes	Yes	Dr. A. S. Nile
Administrative	No	No	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1] Parent Teacher meeting is held once in a year to understand the perceptions and expectations of parents. 2) Parents of those students are felicitated on the Republic Day who are meritorious, do excellent in academic, co-curricular and extra-curricular activities. 3) Feedback is collected from parents on various issues.

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Fully atomization of library 2. Institutional Infrastructure 3. MoU and linkages with industries

6.5.5 – Internal Quality Assurance System Details

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 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

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	Period To	Number of Participants	
			Female	Male
Malnutrition	03/02/2020	03/02/2020	192	93

Awareness Workshop				
Workshop on sexual Harassment of woman at workplace	28/02/2020	28/02/2020	185	80
Health and Nutrition awareness Workshop	06/09/2019	06/09/2019	115	35
Blood Checking Camp	14/02/2020	14/02/2020	155	95

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
86.83

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	06/10/2019	01	Snake bite Management	To create awareness about the snake biodiversity and snake bite management to	18

						protect hundreds of lives in and around the Areas	
2020	2	2	08/01/2020	01	Workshop on Sustainable Agriculture	To make aware the local stakeholders towards organic farming and adverse impact of chemicals, fertilizers and pesticides.	125
2020	1	1	03/12/2019	01	Financial Assistance to Cancer Patients	Financial assistance was provided to 03 cancer patients	2
2020	1	1	01/01/2020	01	Financial Aid to fire caught village	Financial Aid to villagers of Rs 15000	2
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	15/08/2019	Follow up of code of conduct Head of the institution and core committee of the college taken follow up of the code of conduct which imparts sound and effective, very first regarding students as they told in sound conversation with the authority that they were happy to follow all rule and regulation and are very concern about their conduct in campus, uniform, dress code etc.

Especially the stakeholders are very comfortable and happy for their dress code along with identity card too. On the other hand teachers were well fine tuned with UGC recommendation code for them along with college code of conduct. All stakeholders are sound in every regards of this code of conduct and participating well like in green practice, cleanliness, anti ragging for the dignity of college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Independence Day-Patriotic song, Book set distribution	15/08/2020	15/08/2020	572
2) Republic Day-patriotic song, Felicitation of meritorious students and their mentors, Parents of excellent students and excellent students in sports	26/01/2020	26/01/2020	510
3. 3) Matrusaptah Celebration-to inculcate the values of self-esteem, pride, patriotism and faith towards the nation	01/01/2020	12/01/2020	480
4. Distribution of usable Cloths at Melghat to tribals	23/10/2020	23/10/2020	25
5.Visit to old age home	30/01/2020	30/01/2020	62
6.. International Yoga day	21/06/2020	21/06/2020	436
7. Blood Donation Camp held at college	15/08/2019	15/08/2019	45
8. Distribution	23/10/2019	23/10/2019	600

of old clothes to
the tribals of
melghat

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. No vehicle Day on Saturday 2. Plastic free campus. 3. Celebration of Ozone day 4. Office automation software. 5. Solar panel water recharging pits 6. Plantation.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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 Best Practice-1 Title: Step Forward Towards Economically Deprived In Society Through Social Responsibility Fund (SRF) Objectives: 1. Whole hearted interaction with community. 2. To set up example of help and kindness among students. 3. Active participation with emotion and kind heartiness for society and peoples. 4. Inculcate self satisfaction and peace as global harmony in society. The context: The idea of this novel practice had come in light after the deep internal bogging of mind and heart of the staff. College is always initiating and promoting the education in communities regularly. This type of promotion and campaign in the area leads a good presence and participation in the form of admission in college but after some time it has been noticed that good students but having poor economical condition are fail to join the college. It was the matter to rethink the situation and solution to cope up with the plight. After keen analysis we got the key of problem told by students that they do not have enough money to pursue the education even for travel as bus ticket or pass. So college has decided to provide them some funds to poor students for their bus pass in this regard. On the hand our local stakeholders are used to come in college for economical help for cancer patients, deprived, and for other basic need and help like just after the fire and burned village or arsons of poor communities. Very same in this regard nearby the college a poor community hamlet had caught fired in the year of 2019-20. Many of households have been burned out even daily domestic stuffs too. So college staff collectively thought to help these people at any cost. So finally after the healthy discussion of staff i.e. teaching, non teaching and administration unanimously decided that to develop a welfare or social service funds and then it is decided to open an account as "Social Responsibility Funds" in bank and this account is handled by the Principal and students guidance committee co-coordinator. It has been decided to deposit some rupees (1200/-) per member of college for this novel idea to serve our society and stakeholders in this regards. The practice:- So after the discussion and keen analysis with staff members, all teaching and non teaching staffs were decided to deposit 1200 rupees by each in Social Responsibility Fund in bank yearly in the months of July from monthly emoluments. Evidence of Success:- So in this regard the collage had raised the funds for deprived communities of village Bhaiji Nagar after the event of arson in 2019-20. So college provided a check worth's rupees 15000 only to the communities along with cloths and other daily needs. In the same way the college also raised the funds of rupees 21000 to 3 cancer patients as for their medication i.e. 7000 Rs. each. Social Responsibility Funds serves many students for their bus passes and in this catastrophe like pandemic covid-19, the 200 families were selected from 26 villages have been served with food, medicine, mask and other important stuffs worth rupees 15000. Problems Encountered and Resource Required:- To motivate any one is a tough task in this regard. Convincing to raise the funds from salary was the knee jerking efforts.

It is very common in society, especially in economical context, many of us having different priorities and goal like EMIs of loans, along with basic needs too. But finally unanimously convinced and agreed to deposit the 1200 rupees yearly for this fund. On the other hand authenticity of deprived is another kind of issues to help like cancer patients and students bus passes etc. Rupees 7000 for a cancer patients is nothing but this sum of rupees at least will relaxed them up to certain extent. We are convincing the other nearby colleges/schools for the same to do in this regard which is off course a tough task too. More than 1200 rupees as we decided is a challenge for many of us, but hope so, might be possible to collaborate with other agencies of local communities and stakeholders.

Best Practice - 2 Title: Mentor-Mentee Scheme - A Step For Multidimensional Development Of Students. Objectives: 1- To prepare students for multi-dimensional development in current scenario. 2- To develop ample confidence to face any challenges personally as well as professionally. 3- To reduce the level of any kind of phobia or shyness among students as they came from rural background. 4- To reduce the dropout rate of each subject

The context: College when started to campaign for more active participation of students in terms of admission in the institution and massive education in the area, found that extreme shyness in their behavior, low level of interaction with educate ones and well tune dialect and furnish language even very same in the students of this institution. So the basic theme behind it to develop our students in current scenario for multidimensional challenges was the only challenge for us. Finally decided to start a scheme with our own students i.e. Mentor-Mentee Scheme which imparts more interaction with students to develop their shyness, furnish language, etiquettes, confidence in study or in their personal life too. So administration with deep conversation with teaching staff decided to give some students to each teacher as a parents and apex one to council them, to guide them and help them for their multidimensional development along with ample level of confidence in them for any challenge of life. Finally the Mentor-mentee scheme came in light. The practice:- In the session 2019-20, above mentioned obstacle had been crossed by the formation and successfully facilitation of the "Mentor-Mentee Scheme" in our college in which some group of students given to each teacher. In this scheme total students taken admission in institution were divided by the number of faculty and the quantities were given to each teacher. These students were remaining with their mentor (teacher) up to their degree course means B.Sc., B.A or B.Com etc. The duration of course is three years, so at least they will be guided, motivated, counseled and helped out by all means for better result in academics, sports, seminars, debates and other competitions etc. Evidence of Success:- This scheme imparts a fine success rate to fulfill its objectives and motto behind it to launch the same. The result had increased in comparison with previous one. Financial help given by mentor to mentee like fee deposition, and promotion to meritorious ones. Students actively participated and ranked at state level "Avishkar" competition at university, district level, and reduction in their shyness to discuss their problems with mentor. Well tuned successful systems have been developed and depicted a more and more participations in various activities along with development of confidence and furnish language too. This success blow a positive vibes in communities and stakeholders were motivated after the grand success of their wards and decided to give more admission too in this college as they told in parents meeting and personal contacts etc.

Problems Encountered and Resource Required:- The main challenge was to interact with students along with their parents too. Most of the parents are depends on their agro-social activity and livestock so they do not have enough time to interact with mentor teacher, it is difficult to met them in working out with tight academic schedule in college, even do not have mobile to interact too. Students were shy to interact with low level of confidence and dialect too. Even unable to embarks their problem to mentor. It was just like to sketch something on plain canvas or plantation on bare lands in deserts.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.mspkptmanora.ac.in/Download/1615456758.pdf>

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness: Our college takes serious efforts to enhance the girls' education and uplift them educationally. It is the need of hour to work for enhancing women's status in society through the education. Our college has more number of girls' admission as compared to boys. By providing a well tuned platform of multidimensional development and various motivational career orientation, women safety workshops, health hygiene and talk on nutrition are some of herculean efforts of only the college in the area. Our institution is the only institution for higher education at taluka level. In earlier days the participation of the girl students in higher education was very low. But sincere efforts made by the college could bring a drastic change and the number of girls in admission increased considerably. College initiated a novel step to motivate and council the parents of girl students by going their homes and personal interaction programs cheered up the active and sound participation of girls students. College provides equal opportunity to all girls having different back grounds and religion too. Especially Muslim girl students were not prone to seek admission at higher studies though there are two junior colleges of Urdu medium in the locality. By holding meetings with their parents they were convinced that they needed higher education for their bright future. This resulted in increasing the admission at our college. Muslim girls are doing well in their studies. Even girls are participating in various curricular as well as co-curricular activities and the event like Avishkar conducted by parent university along with boys at head to head and eye to eye levels regularly. Yearly NSS camp imparts good and active participation of Muslim girl students. Our college playing a very vita role under the able administration of head of the institution to promote womens education and especially education among marginalized community. Regular efforts and motivation by college staff continuously made increase the number of girls in education and in various multidimensional personality development activities.

Provide the weblink of the institution

http://www.mspkptmanora.ac.in/view_naac_2ndc.php?id=149

8.Future Plans of Actions for Next Academic Year

Future Plan of Institution Academic • To start the skill based course. • To start the carrier oriented course. • To start the registration of students in MOOCS course. • To start P G Courses. • To start the research centre in History, Library Science, English, Commerce Physics, Botany Zoology. • To prepare the proposal for research funding. • To get more reference books to the Library. • To use ICT tools more in teaching and learning process. • To provide guidance for English speaking and Communication skill. • To increase publication of research papers in UGC listed Journals. • To enhance the placement cell and establish an MoU with industry and NGOs. Infrastructural • Renovation of Chemistry Research Lab. • Renovation of Botany Lab. • Renovation of Zoology lab • Full atomisation of library. • To set up the separate Computer lab of Commerce. • New construction of administrative Block. • To complete the water recharging of remaining building.