



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

MATOSHRI SUBHADRABAI PATIL ARTS
AND LATE PANDURANGJI THAKARE
COMMERCE COLLEGE, MANORA

- Name of the Head of the institution DR N S THAKARE
- Designation PRINCIPAL
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 07253263207
- Mobile No: 8975184724
- Registered e-mail mspkpt@rediffmail.com
- Alternate e-mail nanduthakre@gmail.com
- Address MANORA DIST: WASHIM
- City/Town MANORA
- State/UT MAHARASHTRA
- Pin Code 444404

2. Institutional status

- Type of Institution Co-education
- Location Rural
- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University **SGB Amravati University, Amravati**
- Name of the IQAC Coordinator **Dr. A. S. Nile**
- Phone No. **07253263207**
- Alternate phone No.
- Mobile **8237939486**
- IQAC e-mail address **iqacmsp@gmail.com**
- Alternate e-mail address

3. Website address (Web link of the AQAR (Previous Academic Year)) <http://mstkptmanora.ac.in/IOAC/1634871345.pdf>

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://mstkptmanora.ac.in/view_col_ac_cal.php?id=14

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.39	2021	08/02/2020	07/02/2026

6. Date of Establishment of IQAC **05/04/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1. Department of Commerce, Library & Information Science & Department of History established the Research Centers 2. Construction of Research Laboratory of Chemistry. 3. Maximization of Use of ICT in teaching. 4. Organizing various online workshops in every Department. 5. Organized the ICT based online workshop for the Teachers staff to learn ICT based teaching.

12. 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
Construction of Botany Laboratory	Separate Botany Laboratory was constructed
Construction of Separate Research Laboratory of Chemistry	Research Laboratory was constructed for Chemistry
Renovation of Knowledge Resource Center	Knowledge Resource Center renovated.
Renovation of Canteen	Canteen Renovated, separate compartments for Girls, Boys and Staff created.
Renovation of Play Grounds	Play grounds renovated.
Renovation of Seminar Hall	Seminar Hall renovated
Maximize ICT use in Teaching Learning and evaluation	IQAC takes initiative during lockdown situation all faculties maximize their use of ICT in teaching, learning and evaluation.
Increase Tree plantation in college premises and locality	College premise is lush green and increased more plants in the campus.
Maximize use of Solar Energy	College established solar panel on the roof of building, Installed Solar Lamp on the Ground, replaced all CFL bulbs in to LEDs.
To organize Faculty development program	03 Faculty development programs were organized by IQAC.
Encouraging teacher for online Refresher Orientation Course	19 teachers completed their Refresher & Orientation Courses by Online mode.
Career Advancement Benefit	IQAC provided CAS benefits to eligible teachers.
Strengthening Mentor system for academic and stress related issues.	IQAC implemented successful and strong Mentor-Mentee Scheme. Through the scheme every student i.e., Mentee is connected to their Mentor teacher.

Soft skills workshop for Final year Students	IQAC organized College Level Soft skill workshop for final year students through Student Development committee.
Enrollment in Online courses on Swayam, CEC, NPTEL	78 students enrolled to online certificate courses of Swayam, CEC, NPTEL.
Financial Support to the Needy Students	IQAC started Student Development fund, Subject merit Scholarships regarding the same.
To start Research Center in Botany, Commerce, History and Library Science	IQAC successfully started research centers for Commerce, History and Library Science. Applied for Botany Department.
Applying for Research Grant to UGC and DST	Departments belonging to Science faculty applied for DST.
To Start B. Voc. Courses	B.Voc. in Agriculture, food processing and Banking finance were started.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	06/01/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Pin Code	444404
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• Name of the IQAC Coordinator	Dr. A. S. Nile

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<ul style="list-style-type: none"> If yes, mention the amount 		
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Empty space for plan and outcome		

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Name	Date of meeting(s)
College Development Committee	06/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	27/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	142
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	689
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	659

File Description	Documents
Data Template	View File
2.3	186
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	28
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	31
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	146.172393
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	47
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Affiliated colleges have to implement the curriculum designed by the Board of Studies of the Parent University. IQAC in the beginning of the session chalks out a Academic Calender which consists curricular, co-curricular, extracurricular activities. Every department prepared their timetable as per workload. Teachers maintain their academic diaries in which schedule of lectures, tutorials, practicals, monthly review of teaching. Induction program organized for newly admitted students, one week Bridge Course is taken by every department. Unit tests are conducted monthly, its results are displayed and discussed with students. Periodical Meetings of HoDs with Principal to take review of curriculum. ICT is used by teachers for effective curriculum like LCD projectors, ETNL software, zoom, College website is used for communicating upcoming events of the college. Advance & slow learners are encouraged by recommendation of e-resources like INFLIBNET, N-list, ebooks, videos, ppts, extra BT cards etc. Mentor-Mentee Scheme implemented for identifying students problems like Academic. Social and financial. Feedback from students is regularly taken as to curriculum, analyses and action taken to the concerned employee. Due to covid pandemic all the curriculum related information, university updates are shared to students and teachers by the whatsapp groups, google classrooms, telegram etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college has initiated continuous internal assessment according to norms and guidelines of Parent University. The internal examination committee monitors and conducts internal examinations in the college. The college conducts class tests, tutorials, unit tests, departmental seminars/posters/Group Discussion/Project works/Practical examinations/Home assignments/Online test etc. for CIE. The students are made aware of the continuous internal evaluation nature. The syllabus for the internal examination is communicated to the students by teacher.

Internal marks in the examination are displayed on the departmental notice board. Students who are not satisfied with the results are given fair chance to reappear in examination. The students who participate in extra-curricular activities are assigned separate time to complete their internal assessment. The benchmark of the evaluation includes attendance, tutorials; practical, field projects, research projects, assignments/seminars/oral presentations and the score secured in the internal tests.

The schedule of UT, assignment and other co-curricular activities or CIE are shared through prospectus, notices on web site, whatsapp groups, google classroom etc.

Internal audit conducted which ensures compliance is verified documentary evidence. Some Departments conduct activities like Quiz competition, elocution competitions.

Due to covid pandemic all the assessments is through google classrooms, whatsapp groups, telegram groups etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

16

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

310

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

310

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The cross cutting issues, in all the three faculties are as follows :

Gender :

This aspect is covered in Home Economics, political Science ,Marathi, History, English and sociology subject.

Environment:

This aspect is covered in Home Economics, Marathi, Sociology, Chemistry, Commerce, Botany, Zoology, Physics, Sociology and English subjects.

Sustainability:

This aspect is covered in Marathi, Sociology, Chemistry, Economics, Commerce, physics subjects.

Human Values:

This aspect is covered in Marathi, Economics, English, History, Sociology and commerce subjects.

The prose, poetry and other chapters in certain courses addressed issues related to Gender and environmental sustainability.

Beside the syllabus, the institution organized different programs for these aspects like

Gender:

Anti-Harassment committee

Workshop on Diet and health for girl students

Environment and Sustainability

- Kirana Kits Distribution to villages
- Masks allotments to students
- Medicinal and Tulasi Garden
- Tree Plantation
- Disaster management
- Tree Plantation in the campus
- Polythene eradication awareness
- World Sparrow Day
- World Ozone Day
- Wildlife conservation week

Human Values

- Blood Donation Camp
- World Aids Day
- Aids Awareness
- Celebration of NSS Day
- International Yoga Day
- Indian Constitution Day on 26 November
- Baliraja Chetana Abhiyan

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

06

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

245

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://mspkptmanora.ac.in/IQAC/1648288594.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

426

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

283

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students learning level is assessed through basic Subject knowledge test, unit test, group discussion, seminar, and terminal test and slow and advanced learners are separated on the basis of result. Special Program for Slow learners Tests and assignments are given to slow learners. Questions are given according to their learning competency Tutorial prescribed for difficult subjects like English, Mathematics and physics provide ample time to solve their problems Mentor Mentee scheme helps to analyze their strength and weakness. They are given goals and challenges to overcome their weakness and build up strength. Remedial coaching is conducted for subjects like Mathematics Physics, English and account Special Program for Advanced learners Students are recommended reviewed e contents for heightening their learning experience. Extra BT Card 02 BT Cards are given to advanced learners for studying competitive examination books and books other than syllabus. Students are counseled for career and competitive examination. Expert lectures are organized for counselling students regarding career opportunities in the particular program. Students are encouraged to participate in activities like Avishkar, Poster presentation, field visit Group Discussion. Subject Merit scholarship is awarded to the 02 toppers in university examination. Free book sets are given to 05 topper students from each faculty. Advanced Learners are given seminar to prepare and they are sent to participate in various seminar competition. Research projects are given to the advanced learners of final year students from all the faculties. Advanced learners lead the group discussion and guide slow learners Merit Mission is started to bag prizes from the university and improvised the learning capacity of the students. Program like continuous reading is organized to sensitize students towards reading habits.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
689	28

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students are the important stake holders of the institution. Teaching learning process integrating student centric methods as experiential learning, participative learning and problem solving methodology.

Experiential Learning.

Practical: Practical conducted in laboratory enable students to become individual researcher.

Dept. of Physics uses Amrita Virtual Lab software, Phetactive simulation and Basic Electronics Virtual Lab for effective demonstration of Practical and model. Botany department uses their lab and institutional garden for practical purpose.

Department of Chemistry encourage students to prepare solution for practical and set up the experiment.

Research Projects are given to the final year students on broad themes of the syllabus.

Research Ventures

Students in the academic session 2020-21 participated in online seminar completion, poster presentation.

Event Management

Home Economics subject has event management as part of syllabus and students organize institutional lunch event, Birthday, engagement event in society. Department of Zoology celebrates various days like wild life week, Sparrow Day. Hemoglobin, blood group are checked by students themselves.

Virtual presentation of industry and fields was shown to students using ICT resources.

Student of Botany Department collected seeds of various species to sow in Botanical garden of the institution.

The institution publishes yearly magazine 'Akshar' to develop creative aspects of students.

Participative Learning

Group discussions on various topics related to syllabus are conducted in online mode.

Quiz competitions are organized by competitive examination committee and each department.

On Self-Governance Day students handle administration and teaching learning process. final year students are given few topics to teach to the fresher.

Problem Solving Methodology

Department of Chemistry helps students to analyze the properties of potable water salts and hardness of drinking water. Students are trained for disaster management in NSS events.

Case studies conducted by scholars are show to the learning method. Students of history and political science use case study method for learning.

Surveys are conducted for collecting information of local problems like illiterate people, malnutrition, contagious diseases.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers of the institution are very much enthusiastic toward using ICT tools for making their teaching learning process innovative and effective. Teachers of the institutions use ICT tools like Google drive, Google Chrome, Gmail, Google Classroom, and YouTube Google Form. 05 LCD Projectors are used to demonstrate complex points in classrooms. Teachers are encouraged to register for MOOCS courses. Online E Content are used for making teaching learning process interesting. Students are assessed online using platform like Google Form Testmoz, Google Classroom for conducting online test and collecting online assignment. Practical sessions are conducted simulation software like Bio-lab for zoology. Physics teachers use simulation Amrita University virtual laboratory, PHET interactive simulation and Basic Electronics Virtual Lab. The institution has purchased N-List facility for remote access to the e-resources of the library. Digital content on National Digital Library Kharagpur are integrated in the teaching learning process of the institution. The institution has its own website for hosting data of the student and teachers. The institution has registered itself on the Swayam Local Chapter of IIT Madras. The institution has ICT Enabled tools like digital podium, LED projector. Library Atomization software soul 2.0 is used in college library. Dotcom Infotech software is used for monitoring administrative work. Teachers are conducting their activities like group discussion, seminar, induction program using online resources like zoom, WEBEX Google suite applications. 100 % staff of the institution uses ICT resources. 75% syllabus is covered through online mode due to covid 19 pandemic period.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://mspkipmanora.ac.in/ict.php

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

293

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has improvised a mechanism of internal assessment based on the guidelines of the affiliating university so as to make it more transparent and robust in terms of frequency and variety. The internal assessment includes Class Tests, Tutorials, Seminars, Group Discussions, Online Test, Assignments, Presentations, Projects, Problem Solving Sessions, quizzes etc. The schedule of the internal assessment and the topics to be covered are pre-notified by the examination department. The question papers are prepared by the respective subject teachers

Students participating in NSS and other activities are allowed additional time for completing their internal assessment work. Assessed answersheets are discussed with each student for improving their result. He/she explains the performance of the student in all details and advises him on how to improve the performance in the forthcoming assessments test. The performance of the students is also displayed on notice board and on the college website and Whats App group. The respective subject teacher

maintains the record of internal assignments in the department for future verification by the college authorities in the event of any complaint. The institution follows both online and offline mode for internal assessment. The Covid 19 pandemic has transformed the assessment process fully online.

File Description	Documents
Any additional information	View File
Link for additional information	http://mspkptmanora.ac.in/Notice/1648008408.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institute follows open evaluation system. Students are sensitized about the fact that they have every right to approach the authorities regarding any grievances they might have about any aspect of the conduct of the internal examination and evaluation. The parent university itself gives calculation of internal marks in its syllabus and the institution has to follow the same guidelines. The institution has formed the internal examination committee to conduct internal process. The guidelines are prepared by the Internal Quality assurance cell for conducting internal assessment examination. Students can complain to the head of the department regarding incorrect evaluation in any subject. They can even approach internal examination committee of the concerned department for resolution of grievance. Head of the department of internal examination committee in-charge tells the concerned subject teacher to show him his assessed answer copy and expected answer for improving his writing skills. Students can reappear for examination if they are not satisfied with their internal marks. In addition institution has its own mechanism to deal with internal examination grievance. Students who missed certain test or activity, on account of NSS, cultural or sports activities or illness are given fair chance to reappear for internal examination. It is compulsory for every teacher to declare the result of internal assessment within the period of 10 days. And students can approach their teachers or any authority of the institution for the grievance in their internal examination. If needed Principal of the institution checks the record of the individual teachers in case of discrepancy in evaluation of any student.

File Description	Documents
Any additional information	View File
Link for additional information	http://mspkptmanora.ac.in/Notice/1648008667.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Internal quality cell of the institution prepares Program outcomes, program specific outcomes and course outcomes of the particular course after taking feedback from the important stakeholder of the institution. These outcomes are also discussed with the college development committee meeting and are approved by the governing body of the institution. Staff council meeting also discuss the stated outcomes of the curriculum. Internal quality assurance cell of the institution discusses with all the heads of the departments to prepare possible outcomes and the mechanism to deliver them to students as well as teachers. These outcomes are also discussed in general assembly of students.

The Program Outcomes (PO), Course Outcomes (CO) and Program Specific Outcomes (PSO) are stated and displayed on the websites. It is also posted in the college notice board

These are intimated to the students in the class room. Teacher and students discuss the outcomes stated by the institution. Students are informed about the possible career opportunities after the Course completion. Every text book contains these objectives in its preface.

The institution has formed communication channels among all the stakeholders to ensure that objectives of the curriculum are achieved in the course of implementation. Also, the college ensures that during the course of implementation, the stated objectives of the curriculum are achieved.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://mspkptmanora.ac.in/Download/1579947869.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution has set mechanism to calculate course outcomes, program specific outcomes and program out comes. These attainment outcomes are first prepared by the institution after collecting feedback from the important stakeholders. IQAC as per the guidance of college development committee prepare assessment outcomes for the courses offered by the institution. The institution conducts separate tests, separate examination, survey and feedback from employer for calculating the outcomes set by the institution. The institution organizes various cultural programs university representative election, NSS Camp, Research ventures like Avishkar, model demonstration for assessing the outcomes set by the institution.

Programs like Teacher's Day is conducted for assessing students' teaching skills. Multimedia integrated presentations are organized for assessing students' technical ability. Fun Activity like AnandMelava gives them experience of hands on training of business skills. Sports activities and achievements of the students are assessed for the health related outcomes set by the institution. Book review articles are collected for assessing students' esthetic outcomes.

Students are given fair representation on administrative committees of the institution for giving them administrative experience. Entrepreneur's business ideas are assessed on the ground of social applicability. Indirect feedback of social activists are collected from society. These students are sent complimentary note along with improvement area in their life. Studentethical social and constitutional values are also assessed by interacting with them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

183

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://mspkptmanora.ac.in/Notice/1644490672.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

13

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During Covid-19 pandemic periods in 2020 NSS unit of M.S.P. Arts, Science & K.P.T. Commerce College Manora District Washim ran the following extension activity considering the Covi-19 guidelines of Govt. of Maharashtra.

1. N.S.S. Unit of our college distributed grocery kits in the 20 villages from Manora tehsil. Our NSS volunteers instinctively met them and stood by them in such a adverse situation approached 200 homes of 20 villages and handed over the grocery kits to the physically disabled people, widows and helpless people. The grocery kits of rupees ten thousands and the college bore the entire expenses.
2. Free Masks distributed to 200 families of the villagers by

NSS Volunteers as safety measures.

3. Even Corona virus awareness activity also conducted in the lockdown periods. In this activity NSS volunteers made a slogan "Stay home and stay healthy" and spread the message that prevention is better than cure. It was convinced if anybody seems to have even mild symptoms of Corona they should go for testing.

Department of Botany ran the activity in the covid-19 pandemic periods namely "Covid-19 Awareness Campaign" and organized online Awareness questionnaire survey on Google form. 177 people responded to this activity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

04

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

477

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Campus is 3.5 acres

Academic support facility

05 LCD projectors, 01 institutional Laptops, 3 scanners, 5 printers, 01 Stabilizer, Inverter, Grnerator and 1 Over head projector, solar system and 5.5 KV generator

Classrooms-College divided in 3 wings, 16classrooms of 30× 20 sqft and B.com I classroom with 20X 31sq ft, B.com III 17X 25 sqft and Music room 17X 15 sqft for teaching learning process including seminar halls contains ICT enabled Podium.

Laboratory :09 lequipped with essential equipment's and apparatus.

Library of 50 X 35 Sqft, withBrowsing center with 07 computer and internet connectivity, Xerox facility, separate reading arrangements for teachers, girls and boys.

CCTV- 24 CCTV Cameras

Research Centresin Chemistry and English language communication lab.

Ethnobotanical Garden of 31000 sq ft and botanical number of plant

745 (verities 125)

Drinking water facility :02 water coolersof 700 litrs.

Common Room for girl students with vending machine.

Urinals and toilet 02 gents and 03 ladies

Other-Canteen, GYM, Ground, meditation hall, Roof Genarating Solar Panel of capacity 5.5kv and Borewell

Administration Block: The College has a separate block for administration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate facilities for sports,games (indoor, outdoor, Gymnasium,Yoga center etc) and cultural activities.Area size year of establishment and user rate

Outdoor Games . College has various playgrounds in its premises. It has Volleyball, Badminton, Basketball ground, Yoga center, Meditation Hall,Kabbadi ground KHO-KHO.The college has Single and double Bar The college has Ground for Long Jump and Throwing Event ground. The college has Cricket Net practice. All these ground along with Physical Director are great opportunity for students to develop their sports ability. In covidpandemicperiod user rate 0% Due to covid pandemic period college sport ground are not available for playing.

Meditation Center size 12X18

Auditorium Hall

The college has spacious auditorium of 55m×35m with internet, Podium with recording facilityand projector facilites.Seating capacity of the auditorium is 500 students.

Cultural Activities

Cultural activities are performed in the college auditorium hall and outside supplier are hired in case of mega events like gathering and other.

Gym

The college has 16X 36 sqft gym facility for students and staff with 20 Students capacity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2.52608

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Yes, Library is automated using Integrated Library Management System (ILMS).

The College has purchased Software for university libraries (SOUL) Current Version 2.0.0.12. This Library Software is designed and developed by the Information and Library Network Gandhi Nagar Gujrat (INFLIBNET) Centre based on requirements of college and university libraries. It is user-friendly software developed to work under client-server environment.

Nature of automation

Our College Library is partially automated by SOUL 2.0 software. This Software enables efficient library administration to provide user services. The SOUL Software has following Modules. Each module has further been divided into sub modules to cater to its functional requirements

Acquisition-The module enables library staff to handle all the main functions, such as Suggestions management; Order processing, cancellation and reminders; Receipt, Payment and budgetary control; Master files such as currency, vendors, publishers etc.; and Reports. **Catalogue-**Catalogue module is used for retrospective conversion of library resources. It also facilitates library staff to process of the newly acquired library resources.

Circulation- This module takes care of all possible functions of circulation. Sufficient care has been taken in designing this module starting from membership management, maintenance and status of library items, transaction, Inter Library Loan, renewals & reminders, search status and report generation according to the status of the items. Major functions of the circulation

module:Membership; Transaction; Inter-library loan; Overdue charges; Reminder; Search status; Maintenance of the items such as binding, lost, replace, missing, withdrawal, etc.; and Report generation based on the various requirements.

On-line Public Access Catalogue (OPAC)- One of the major attractions of SOUL is its robust Online Public Access Catalogue (OPAC). The OPAC has simple and advanced search facility with the minimum information of the item by using author, title, keywords, class number, accession number or combination of any of two or more information regarding the item. Serial Control- Managing serials is the most complicated job for a library. The module keep track of serials in the library effectively and efficiently.

Administration- More features have been added to the administration module of the SOUL 2.0. The module has been divided into three major sections for accommodating the new features; those are User management, System Parameters and Masters

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.63129

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

30

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college have a 47 computers. Out of 47computers 17 computers donated by local MLA & college purchased 23 computers for language Lab in 2014-15 through of UGC Grants 07 Computers Purchased in 2018-19. college has LAN Facility in Library.The Software SOUL 2.0 is used in College Library.

Software Updating: The Computer maintenance committee look after the internet needs and upgrades the software and systems. ETNL software is used in Language laboratory. Soul 2.0 software is used in library.

Computers updating : Institution frequently updates its IT facilities, at the start in college Most computers have window-7 operating system or above with current configuration. Now currently college has 47 Computers out of these some have 1 GB RAM while others have 2 GB RAM.

Internet Facility: The institution has internet facility through optical fiber. The institution has 3 broadband connection of 5mbps capacity from BSNL.

Wi- Fi : Wi-Fi facility is available for Academic and Administrative purpose inside the campus for both students/ faculty members in the college. computer lab, language lab and office of the college are connected through LAN/ WI-FI. These facilities of the college are regularly maintained.

CCTV : The college had purchased 24 Cameras.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

47

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13.8599

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

College has dedicated a maintenance committee to oversees the maintenance.

Maintenance of the physical infrastructure-

The College have contracts with skilled manpower for civil work, electric work, plumbing, carpentry work, horticulture, green areas, etc.

The maintenance of equipment like Generator Sets, General Lighting, Power Distribution System, etc. is undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.

The maintenance of equipments for water pumping plants, etc. is undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.

Fire Fighting equipment's in various blocks, labs, offices, etc. are maintained at various Department in the Campus.

Academic and support facilities -

The infrastructure facilities such as class-rooms, buildings, Cafeteria facilities are maintained by the maintenance department.

College provides various services / facilities to the students, faculty and staff and are maintained by respective service providers as per contract.

Maintenance of Equipment's: college has laid down guidelines and structure for the maintenance of various types of equipment's like major laboratory equipment's are under Annual Maintenance Contract

for their regular preventive and corrective maintenance.

CCTVs, LCD, Laptops, Desktops, Printers, and Wi-Fi etc. are maintained through IT department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

304

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

68

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
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File Description	Documents
Link to institutional website	http://mstkptmanora.ac.in/Notice/1643302870.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
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801

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
--

801

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	A. All of the above
--	----------------------------

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

54

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Internal committees:

The college has several internal committees in which at least two active students are nominated by the Principal and head of the department as a supportive to the committees of the institution. The aim of this scheme is to understand various work done in different committees of college. Like- N.S.S. Committee, Cultural Activity/Youth Festival Committee, Games And Sports Committee, Library Committee, College Souvenir Committee, Student Grievances Discipline Committee, Women Anti -Harassment Committee, Student Guidance And Placement Cell, Garden Committee, Maintenance Committee, IQAC, Research Committee, Alumni association. Cultural Committee is constituted to promote the cultural activities among the students. During the annual cultural and sports events if allowed by the Local Govt. during Covid-19 pandemic the students representatives are actively participates and manages all activities for students during the events and meetings. The representatives look after the conduction of various events during the celebrations throughout the year. Sports committee is also constituted to arrange various Sports activities based on certain themes. Students representative nominated as the member of the committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

11

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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. (Reg. No.106/2019, Date:19,07/2019). The institute has more than 500 ex-students. The association meets in regular intervals. This association also works like an advisory body to link all the stakeholders.

Financial support: The association has received amount of Rs. 96,975/- contribution in the form of donation from the ex students of the institution. The separate bank a/c maintained. Alumni allotted Scholarships of Rs.1000/- to existing students.

Non Financial Support

The Alumni Association works at rural areas in he way of :alumni college organises Taluka level GK test on the occassion of Chatrapati Shivaji's Birth annieversary. The alumni members help to the NSS unit for adoption of village for its annual NSS Camps. Blood donation camp organization is possible by help of alumnis.Campaign, Environmental issues etc

The present students are inspired by their precious guidance at the Science Day Program at college every year they participated as host with faculties.

The institution takes feedback from the Alumni to improve the quality in the progressive aspects.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:

Creating the foundation upon which our new generation can do their intellectual development & grow their moral strength.

Mission:

- To provide the right sort of leadership in every field of life.
- To develop their potential fully by developing physical fitness, cultivating fair interests & participation, ethical & intellectual values.
- To promote equality & social justice among the students.
- To serve as a soul of the nation.
- To boost scientific and technological temperament & to develop tolerance.

The Governance of the Institution:

- For proper deployment and execution purposes, CDC (College Development Committee) is formulated
- IQAC plans to enhance the quality of education and maintain quality in teaching, learning, and evaluation and this pandemic situation promotes the use of ICT tools.

- There are 26 internal committees functioning in the institute.
- Teaching, Non-teaching staff, and students have participated in all decision-making bodies such as CDC and IQAC.
- Promote excellence in students through a student induction programme, Mentor-Mentee Scheme, participation in the seminar, group discussion, workshop, expert talk of respective filed, extension activity, Financial and other assistance to deserving & meritorious students.
- Covid-19 pandemic situation institute distributed Kirana Kits and Mask to needy ones.

File Description	Documents
Paste link for additional information	http://mspkipmanora.ac.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The Apex decision-making body at the college level is the CDC and IQAC. The CDC has representatives from the parent institute Dnyanopasak shikshan prasarak santha Manora, Alumni, teaching staff, non-teaching staff, and experts in society from different fields and students.
- Management Representatives participate in the CDC, IQAC, Purchasing, and Discipline Committees, and they assess these committees on a regular basis.
- The progress report of these committees is submitted to governing body.
- For the participative decentralization and governance, the Principal has appointed, Head of the departments and provided administrative as well as academic autonomy and mobility to them for effective governance.

Case Study: Furniture Committee

Objectives of Committees

- To verify the furniture of the college per year.
- To distribute the furniture classroom-wise and departmental requirements as well the institute requirement.
- Take care of the maintenance of the furniture.
- To purchase the new furniture as per the requirement.

Mechanism Furniture Committee:

The committee prepares a plan and a budget for the institution's Furniture requirement and maintenance throughout the year at the beginning of the session. The budget and plans are approved by the institution's principal, who also receives monthly input on the work.

File Description	Documents
Paste link for additional information	http://www.mspkptmanora.ac.in/college_comm.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Infrastructure

- Construction of Botany and Chemistry Research Laboratory
- Renovation of Dept. Home Economics, Knowledge Resource Center Canteen & Play Grounds

ICT Resources Development

- Establishing Media Center and interactive smart classroom, renovation of Seminar Hall, e-content development and maximize the use of ICT tools

Green Environment

- Increase Rain Water Recharging and tree plantation, developing Liquid and Waste management system and maximize the use of Solar Energy

Human Resource Development

- Teachers must undergo online professional development programmes.
- CAS and Strengthening Mentor system
- Organize Competitive Exam classes, seminar competitions, poster competitions, and workshops for students
- Enrollment in online MOOC courses

- Financial Support to Needy Students

Alumni Association Fund

- To raise alumni Association Fund to Rs.100000/- and college development fund, Institutional Social responsibility Fund by Rs.50000/-.

Academic & Research Development

- To start Research Center in Botany, Commerce, History and Library Science
- To Apply Research Grant to UGC and DST and seed money from NGOs and Industry.
- To Start B. Voc. Courses.

Knowledge Resource Center

- Increase Competitive examination books, Journals, and video lectures/clipping to the library.

Title of Activity:- Infrastructural Growth

- Construction of Botany laboratory & Chemistry Research Laboratory
- Renovation of Dept. Home Economics & Knowledge Resource Center
- Renovation of Canteen
- Renovation of Play Grounds

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://mspkptmanora.ac.in/IQAC/1643282741.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The President and Secretary of Sanstha are in charge of the institute. The Principal is assisted by HoDs, employees, and IQAC at the college level, 'College Development Committee' is the

governing body of the college.

Administrative Setup:

The administrative setup consists of the Principal followed by the HOD, faculty

In-charge. Head clerk, Junior Clerks, Assistants, and Attendants.

The organization of departments includes Head of Departments, Associate Professors, Assistant Professors, Librarian, and Physical Director.

The organizational structure of the library staff includes the Librarian and Library Attendant. The role of 26 committees is the execution of responsibilities and activities on the campus.

Service Rules: Payscale, GPF, DCPS, service condition, promotion, working hours, and vacations for staff as per the norms laid down by SGBAU Amravati, UGC, and Govt. of Maharashtra.

Procedures for Recruitment:

Permanent Posts (Grant-in-aid): These posts are recruited by the Government of Maharashtra as per the norms of the University and UGC.

Temporary Posts (Non-Grant): In Covid-19, ad hoc base teacher's recruitment by management had done on an academic merit base.

Procedures for Promotion:

The promotions of staff are made as per the Career advancement scheme set up by SGBAU Amravati, UGC and Govt. of Maharashtra.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.mspkptmanora.ac.in/mgmt.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in

A. All of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- Institute provides financial assistance to the staff member under the social responsibility fund, under this scheme 40000 Rs is provided to M. K. Ingle for cancer treatment.
- Provident fund, DCPS, and gratuity benefits are given to staff as per govt. of Maharashtra.
- Personal loans, housing loans, and vehicle loan facilities for the members of the institute are provided by patsantha of the institute.
- Financial support and duty leave are provided to attend workshops & conferences. The membership registration fee is also provided for different subject associations.
- The staff members receive the medical reimbursement expenses as per the govt. of Maharashtra.
- Interest-free financial support for the festival advance is given to the staff.
- Internet facilities are made available to all staff.
- Gymnasium, Sports, and meditation Centre facilities available in the institute
- E-books, e-journals, reference books, textbooks & projectors are made available to the teaching staff.
- All leaves such as duty, medical, and maternity are provided as per the Govt. of Maharashtra, UGC, and the University.
- The Institution supports attending professional development programmes helpful for their promotions.
- The staff of the institute is encouraged to register LIC policy and group insurance whose premium is automatically deducted from their salaries.

File Description	Documents
Paste link for additional information	http://www.mspkptmanora.ac.in/journal.php
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

04

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance appraisal system is implemented as per the guidelines from the parent university & UGC. The PBAS (Performance Based Appraisal System) of faculty is filled individually on the basis of his/her yearly achievements. The appraisal forms are

assessed by the Research Committee. The faculty appraisal forms are reviewed through IQAC and Scrutiny Committee and finally by the Principal.

During 2020-2021, following staff promotion through CAS was accomplished.

1. Dr. K. A. Koparkar
2. Dr. S. D. Ingole
3. Dr. S. V. Keswani
4. Mr. P. N. Kambale

1. PBAS:

Category I: Teaching-Learning and Evaluation

Category: II: Professional Development, Co-curricular and Extension activities

Category: III: Research and Academic Contributions.

Half Yearly Report:

Half-yearly reports are taken from the teachers at the end of the semester.

Assessment through student Feedback

The assessment of the teachers comes through feedback forms collected from students.

Academic Audit

The academic audit gives a regular strategic overview of a college's teaching-learning process.

2. Assessment of Non-Teaching Staff through Feedback

Principal examines the performance of non-teaching staff through feedback from students.

Confidential Report

The performance of non-teaching staff within the campus is evaluated by Office Superintendent and CR is submitted to the Principal for the final evaluation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial resources of institute are managed in a very effective manner. For the effective use of financial resources, the annual budget is prepared as per the requirements of the various departments. Proper accounts are maintained by institute through cash book, ledger, and voucher file. Each and every transaction is supported by vouchers. The disbursement of the funds for the needs is strictly monitored by Principal. All expenditures recurring and non-recurring are incurred through checks. The final audit is checked by CA (Nirmal Prakash Ozha), Joint Director, and Account Officer.

This year institute did an audit through Tally software. The internal verification is done by Principal and it inspects the income from different sources and expenditures.

Internal Audit: Dr. A. S. Nile [Department of Commerce].

External Audit: Nirmal Prakash Ozha (CA), Joint Director and Account Officer.

Mechanism For settling objections in the Audit

Institute has financial transparency. Institute takes precautionary measures to minimize discrepancy. All documents related to the audit are verified by Principal. The remarks and corrections suggested are taken into consideration positively. If

found any discrepancy in the audit report it is rectified and correction has been made in the account as per the rules and regulations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.48

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Resource mobilization policy document serves to identify the resources available for the various programme for efficient management of funds and to widen the resource base for the attainment of the set goals. This year, a portion of the institute building is being made available for government services, such as Covid-19 Centre, at no cost.

The financial sources of the college are:

- The budgetary resources of the college special grants received from UGC.
- Salary grants & EBC and BC scholarship grants are received from the Government of Maharashtra and UGC.
- Admission, tuition, and other fees are collected by the college from students.

- Alumni Contribution for the college development.
- Seed money from the management.

Optimum utilization of financial resources:

The following system is adopted by the college for the optimal utilization of resources;

- The College invites requirements from all departments and committees accordingly prepare the budgetary plan.
- Purchase Committee works on the details of the budgetary plan.
- Principal sanctions the budget considering financial resources and presents it to the CDC for approval.
- The grants are received from the UGC and the Government of Maharashtra according to rules and regulations.

The utilization of the sanctioned budget is monitored by CDC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Practice No. 1

STUDENT SUPPORT ACTIVITY

- **Mentor-Mentee Scheme:** Students are allotted to every teacher for the academic, personal, social development of the student.
- **Subject Merit Scholarship:** Faculties give two cash prizes to the topper in their subject.
- **Student development fund scholarship:** This is for open category scholarship and for achievers in sports and cultural activities.
- **Student development cell:** Organizes various programs for skill development of the students
- **Organize student induction programme.**

- To organize certificate courses, seminars, group discussions, poster presentation,s and guest lectures
- Gym facility & Meditation Centre

Practice No.2

ICT TEACHING-LEARNING PROCESS IN PANDEMIC SITUATION OF COVID-19

- For effective teaching and learning, an E-Workshop was organized for faculty members on handling ZOOM, Google Meet, & other tools.
- All faculties had used the ZOOM application for conducting lectures due to Covid-19, and they also organize workshops, guest lectures, seminars,and poster competitions.
- Every department made Google Classroom for each class and posted video lectures, e-books, notes, PPTs & assignments.
- Through Google form, internal examination tests & university examinations had taken.
- Science teachers use simulations and virtual labs to conceptualize concepts and conduct an experiment virtually.
- Organized Workshop on learning management system (LMS) to know the inbuilt features of LMS software.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college reviews its teaching-learning process, structure, and methodology of operation and learning outcomes through IQAC.

The process of incremental growth can be understood using the following two examples.

EXAMPLE I

INSTITUTIONAL REVIEWS THROUGH FEEDBACK

The Principal takes monthly review meetings regarding teaching-

learning process. IQAC coordinator collects feedback on teaching-learning process through the feedback Committee. At the end of every academic session, the IQAC committee collects feedback & analyzes then takes action on the lacuna in the teaching-learning process. Collected feedback from all important stakeholders is approved by CDC and is sent to the Parent University for a recommendation.

EXAMPLE II

MONITORING OF THE TEACHING-LEARNING PROCESS

The Principal of the institution takes a keen interest in the monitoring of teaching-learning process of the institution. Every departmental head is assigned the duty of monitoring teaching-learning process. Monthly review meetings are organized to take a review of the completed syllabus. Monthly syllabus review is taken from individual teachers.

Daily Dairy

All faculties maintained their academic dairy

Annual Teaching Plan

Teachers prepare annual teaching plans in coordination with the university academic calendar.

Half Yearly Report and Yearly assessment of Teachers:

Half-yearly report and annual assessments reports are taken from each teacher.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality

B. Any 3 of the above

**initiatives with other institution(s)
Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	http://mspkptmanora.ac.in/IOAC/1643774588.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Institution is very agile regarding gender equity by all means.

Safety and security: College campus is fully secured at all by the fine fencing, CCTV surveillances having fine backup footage storage. Campus imparts 24×7 hours guard availability, unexpected or anarchy will be checked at the entry point, physical director; discipline committees are the apex bodies to look after all the related affairs. Police patrolling facility during college time on bus or auto rickshaw points are concern of Institution and college have different committees like "Discipline Committee" monitors all disciplinary activity in and around the campus, another committee like "Grievances Redressal Committee" is working effectively.

- **Counseling:** Student Counseling Committee playing active role in various regards as motivation, removal of stress i.e., mental, academic, professional and social, life goal etc. Various workshops on nutrition, health, wildlife carrier have taken. Induction program for newly admitted students enhancing the level of confidence, familiarities with faculties, facilities, ethics, code of conduct and more the removal of anxiety and stress. Through the mentor-mentee scheme students are personally counseled by the teacher as

an act of parents.

Common Room: College providing a separate girls common room well equipped for comfortable and relax zone.

File Description	Documents
Annual gender sensitization action plan	http://mspkptmanora.ac.in/IOAC/1648448927.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://mspkptmanora.ac.in/IOAC/1648449394.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

College campus is well equipped, nimble to save its serenity.

Campus is equipped with dust bins. Single uses of plastic like plastic glass are replaced by the steel & copper crockery in any college function. .Sanitary napkins destroyer had been installed in the common room. College adopts almost paper less concept by digitization of office procedures through electronic means via email and what's app group. One side printed paper is reused for other official work. Plants litters are used for the green manure. Vermiculture set up had started and yet to be complete soon to recycle the solid waste, fertilizers will be use for gardening. Campus is equipped for any kind of drainage which is connected to

carry the water for plants properly. Sensor based taps prevents the water wastages. Water storage tank is equipped with sensor by which motor will be automatically stopped after the complete fill up of the tank. Biomedical wastes are in little scale and disposed appropriately. Liquid waste of chemistry lab discarded at college back yard. Department of computer science and physics are regularly organizing awareness programs like poster competition on e-wastes management. Department of computer organizes poster making, talks on e-waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://mspkptmanora.ac.in/IQAC/1648449964.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College is always agile for the cultural harmony, conservation of traditional legacy of our stakeholders, community. The cultural committee is providing platform to enhance the hidden talent of our stakeholders in the campus from diversified communities along with their language, rituals and tradition too.

Elocution program on Chatrapati Shivaji on 19th Feb 2021 at online mode had successfully arranged by the college to know the great efforts of Maratha in the history of independence. The college celebrated constitution day to sensitizing students about constitutional rights. By celebrating the various birth anniversary of great minds and legends like Radha Krishnan, Mahatma Gandhi, A.P.J. Abdul Kalam, Swami Vivekanand, Ma Jijau and Savitribai Phule etc imparts the applicability of their ideals in our stakeholders. Sant Seva Lal Jayanti celebration in college depicts a conservation of unique culture or tradition of local community. College students also participating in youth festival to explore their own language, tradition and cultural legacy and cultural committee is helping them to explore effectively at all.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In a frequent changing and dynamic culture of society college providing a better platform to our stakeholders to develop ethics, values, rights and ample responsibilities globally. Celebration of constitution day as SAVIDHAN DIWAS brings a interest to know our duty, like fundamental rights, fundamental duties imparts a role of citizen in nations not only but the responsibilities too. Responsibilities for our environment, life, peoples, society can be enhanced in students and college is regularly organizing events like cleanliness drive, plastic free campus, no vehicle day, health and hygiene, etc are the efforts to develop a keen interest of responsibility for people, nation and society. Motivational lectures, interactions with police officers, national festival celebration etc are the efforts made by college to enhance value etc. College discipline committee, student counseling committee, etc are working effectively and developing the students' multidimensional way to make our stakeholders as responsible citizens. Flex of fundamental duties, fundamental rights, human rights, constitutional preamble etc are admired the wall of campus. Library provides various books of constitution, ethics etc. College has its code of conduct which imparts a value and discipline among students to become responsible students, scholar and finally the good citizen of our society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College is continuously at the regular basis celebrating the national or international day for our fellow students and society to make them a responsible citizen of the society. By celebrating the national day, birth and death anniversary of legends brings a democratic spirit, social development, peace, harmony, intellectual development, ideology set up in mind, non-violence etc Activities like debate, elocution, poster making, essay competition on these occasion along with their active participation and motivation by faculties prepared them to know about the our great personality and legends.

Sr.No.

Occasion

Date

1

Independence Day

15 August

2

Birth Anniversary of Dr. Radhakrishnan

5 September

3

Birth Anniversary of Mahatma Gandhi

2 October

4

Birth Anniversary of APJ Abdul Kalam

15 October

5

Death Anniversary of Dr. Babasaheb Ambedkar

6 December

6

Birth Anniversary of Swami Vivekanand

12 January

7

Birth Anniversary of Maa Jijau

12 January

8

Birth Anniversary of Savitribai Fule

03 January

9

Republic day

26 January

10

Birth Anniversary of Dr. Punjabrao Deshmukh

27 December

11

Birth Anniversary of Sant Sevalal Maharaj

15 February

12

Birth Anniversary of Chhatrapati Shivaji Maharaj

19 February

13

Birth Anniversary of Sant Gadgebaba

23 February

14

Birth Anniversary of Yashwantrao Chavhan

12 March

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Mentor-Mentee Scheme- A Step For Multidimensional Development of Students.

Objectives:

1. To develop ample confidence in students.
2. To reduce the level of anxiety and stress for interaction

with faculty.

3. To remove any kind of shyness as they are coming from rural background.
4. To prepare and provide a platform to express themselves easily not in campus but anywhere else too.

The Context:

The college is predominant with the girl's students in comparison with the boys. Students are coming from the rural area and earlier having poor interaction with faculty members but also between them. They do not have any idea of the sophisticated language. They were revealing with hesitation and stucking voice due to poor communicating skills and low confidence level at all. Their low level of interaction with administration, staff and faculty were the hurdles in the learning process. So to break this barrier, college started a scheme i.e. mentor-mentee scheme with a key point to enhance the level of confidence, interaction and communicating skills among our stakeholder from different communities and back grounds. College staff and administration decided to start the scheme i.e. mentor - mentee scheme which depicts more interaction with the students up to their comfortable zone and in this scheme some students in groups are given to each teacher and these teachers are working as a parent teacher and counsel them personally, guide them, interacts with students for their multidimensional development and more important things to develop their communicative skills, Interactions level etc.

The Practice:-

The above mentioned problem of students have been solved by the formation of the "Mentor-Mentee Scheme" very successfully and in this regards the groups of students as mentee are given to concern teacher as mentor. Its facilitation imparts a cooperative behavior between them and mentees are discussing their problem regarding their personality development, communicative skills, way of interactions and their academic challenges with mentors. In this scheme total students taken admission in institution were divided by the number of faculty and the quantities were given to each faculty. These students were remaining with their mentor (teacher) up to their degree course means B.Sc., B.A or B.Com etc. These students were remains with their mentors for the whole duration of course and they will be guided, motivated, counseled and helped out by all means for better results in academics, sports, seminar, debates and other fields of their lives.

Evidence of Success:-

This scheme imparts a fine success rate to fulfill its objectives and motto behind it to launch the same. Students are updating their communicative skills, motivated, and performing well in rest of previous years in various fields. They are actively participating in various programs like debates etc. Due to pandemic Covid situation across the country and they participated various online programs and actively facilitating their concern. They learned various skills on virtual mode, like computational skills, and use of android technology etc which are less active in their way of expression in life. College continuously is providing a platform to our stakeholders and implementing various skills to develop their confidence, language, level of interactions, expression and communications and understanding of their texts knowledge with the help of mentors. This success blow a positive vibes in the communities and stakeholders and their parents are giving a positive responses as they are coming in the parents meeting and interacting with administration , faculty etc with positive words for this scheme.

Problems Encountered and Resource Required:-

The key challenge was to interact with students along with their parents too as having poor communicative skills. Most of the parents are depends on their agro-social activity and live stock practices, some of them are working in agricultural work as daily wedges to foster their family. So they do not have enough time and shy in nature to communicate with the mentors or the administration too. So mentors and administration have great problems like enough possibilities of any kind of information about our stakeholders to discuss with their parents on and within the time, without any late to take any good and favorable decision etc. On the other hand shy nature of students along with the low level of confidence, interactions and communicative skills are the major challenges in the implementation. But with the help of active staff, mentors and administration proved their hard work to develop our students, it was just like to sketch something on plain canvas or plantation on bare lands in deserts.

Best Practice-2

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 other hand our local stakeholders are used to come in college for economical help for cancer patients, deprived, and for other basic need and help during Covid-19. Very same in this regard during Covid-19 college has distributed food kits, masks, sanitizers to the poor community hamlet in the year of 2020-21 through NSS Volunteers of College. 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 Counselling 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 catastrophe like pandemic covid-19 in 2020-2021, the 200 families were selected from 20 villages like Kupta, Bhoyni, Nayani etc. have been served with food kits, medicine, sanitizers, mask and other important stuffs worth rupees 40000. In the same way the college also raised the funds of rupees 21000 for cancer patients as for their medication when they will ask college will provide. Social Responsibility Funds serves many students for their bus passes.

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 21000 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.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

College covers more than 60 hamlets in its periphery. Local ethnic group like "Banjara" are massive in number having unique culture or tradition like dance, costumes, festivals, language etc, jewelries are unique in its own design, antique too, as we know the India belongs to a set up of unity in diversity but in the current scenario the modernity in terms of excessive use of android mobile, lust to become modern good to see but on the other hand forgetting or avoiding their own identity and culture, heritage, cultural practices fade upping the magnificent hue on

the visage of cultural beauty of an Indian cast and legacy of society. College had banked his keen eye as a thrust point in the area and decided to save this culture to explore the idea and try to aware to society and government as a key concern to rethink and restore the same, College had taken a step to protect, save and conserve this beautiful culture and planed to set up a museum for the banjara culture to not only display their costumes, jewellery, festivals photographs but also wants to broad cast their customs, rituals globally through literature, e-literature, video clips, documentary.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Perspective Plan of IQAC for the Year 2021-2022

Infrastructure

- Construction of Women's Urinals for staff & Renovation of Play Grounds

ICT Resources Development

- Establishing Media Center
- E content Development and Maximize ICT use in Teaching Learning and evaluation

Green Environment

- Increase Tree plantation in college premises and locality
- Green Environment Awareness in society
- Organizing workshop on Health awareness, Nutrition awareness, Drinking Water Awareness
- Establishing Environment Ambassadors

Human Resource Development

- Stress Management workshop for Staff (Per Year)
- To organize Faculty development program
- Encouraging teacher for online Refresher Orientation Course
- 02 Workshops for Administrative staff

- Subject wise online short term courses of one year duration
- 100 % Doctorate degree holder staff & Career Advancement Benefit

Student Development (Placement, Soft Skills, Certificate Courses, Training program)

- Strengthening Mentor system for academic and stress related issues.
- Training program for Employment and Self Employment (01 per Faculty)
- Regular Competitive class faculty wise
- Soft skills workshop for Final year Students
- Enrollment in Online courses on Swayam, CEC, NPTEL
- Organize faculty wise seminar competition poster competition per year
- Organizing Webinar for students in vacation
- Financial Support to the Needy Students

Alumni Association Fund

- Raise the alumni Association Fund up to 1,00,000/- in a year.
- To raise Social responsibility, Student development & college development fund from NGO/Industry
- Applying for Research Grant to UGC and DST
- Research projects / Seed money from NGO and Industry

Academic Development

- Starting PG courses in Chemistry, Zoology, Botany, Mathematics,
- To start Research Center in Botany, Zoology , Physics, English.
- To Introduce new course in Science and Arts
- To start Certificate course, Diploma course of Parent University and recognized institution

Knowledge Resource Center

- Purchase 100 Titles in Library with increase in competitive examination books and Journals

Video lectures/ Clipping on Competitive Examination & personality Development Institutional Knowledge Resources to society.

NAAC