



YEARLY STATUS REPORT - 2021-2022

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	mshkpt@rediffmail.com
• Alternate e-mail	nanduthakre@gmail.com
• Address	MANORA DIST: WASHIM
• City/Town	MANORA
• State/UT	MAHARASHTRA
• Pin Code	444404
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• 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/IQAC/1666505943.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=15				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.39	2021	08/02/2021	07/02/2026
Cycle 1	B	2.01	2014	10/12/2014	09/12/2019
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	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> Construction of Women's Urinals for staff & Renovation of Play Grounds Encouraging teacher for online Refresher Orientation Course Strengthening Mentor system for academic and stress related issues. Green Environment Awareness in society. Started Research Center in History, Library & Information Science & Commerce. 	
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 Separate Toilet for Ladies Staff	During the year college Completed the separate toilet for ladies staff.
Renovation of Play Grounds	Renovated the play grounds of Kho-kho, basketball, long jump etc.Completed
Maximize ICT use in Teaching Learning and evaluation	College teachers used maximum ICT measures for their teaching.
Increase Tree plantation in college premises and locality	College increased the plantation in the campus & outside the campus.
Green Environment Awareness in society	College aware the society about green environment through campaigning and extension

	activities.
Organizing workshop on Health awareness, Nutrition awareness , Drinking Water Awareness	Department of Home Economics, Zoology & Sports organized workshops.
Stress Management workshop for Staff	Stress Management Workshop organized by Department of Soprts.
Encouraging teacher for online Refresher Orientation Course	87% Teachers completed Refreshers, Orientation Courses & FDP's during this year.
100% Doctorate degree holder staff	54% teachers completed Ph.D. degree up to now.
Strengthening Mentor system for academic and stress related issues.	It is regular activity of College & continuously working on this activity.
Training program for Employment and Self Employment	Career Counseling Cell organized seven days training program for all students.
Financial Support to the Needy Students	91 students benefited by college level financial scholarships.
Applying for Research Grant to UGC and DST	Teachers from Science stream applied to research grants.
Starting PG courses in Chemistry, Zoology, Botany, Mathematics,	College for PG Courses during this year for said courses.
To start Research Center in Botany, Zoology , Physics, English.	College have successfully established the research center in Botany.
Purchase 100 Titles in Library.	College have completed the target of purchasing the 100 books during this year.
Increase Competitive examination books and Journals	College have increased the Books in this regard.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
CDC	04/10/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	27/02/2022

15. Multidisciplinary / interdisciplinary

Our College having multidisciplinary facility like Arts, Commerce and Science Faculties.

College having Ph.D. Research Centres in Chemistry, Library and Information Science, History, Botany and Commerce.

16. Academic bank of credits (ABC):

Parent University will have to apply new CBCS pattern and ABC (Academic bank of credits) from the session 2022-2023. This scheme is not applicable by parent university in the year 2021-22.

17. Skill development:

College and Parent University offers Skill Development Program for Final Year Students.

College Certificate course committee promotes and offeres SWAYAM, MOOCS & NPTL skill courses to all the students of college.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

College strictly follows the syllabus of Sant Gadge Baba Amravati University and guidelines UGC.

Teaching in Marathi, English, Urdu is available in the College.

college belonging to rural and tribal area and most of the students belongs to poor family background their language is mostly marathi, banjara and hindi. All the faculties try to deliver their subject knowledge in local or marathi, hindi language for better understanding.

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

College administration and IQAC strictly follows the Outcome Based

Education policy. through various functional committees the academic and cocurricular tasks have been accomplished. the representation of students on various committees provide the vast inclusion of them. to incilcate the research temper among the students, we promote the students to participate AVISHKAR like research conventions. the Mentor mentee scheme of the college provides extra attention towards each mentee and their personality and overall development.

20.Distance education/online education:

Separate distance learning center of YCMOU is available in the campus. Wherever online education is needed the institute is able to give the facility. During the lockdown all the departments of college offered online education by zoom, google clasroom and whatsapp.

Extended Profile

1.Programme

1.1	142
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	647
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	624
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	187
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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		133.8956358
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		56
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. All the curriculum related information, university updates are shared to students and teachers regularly. Whatsapp groups, google classrooms, telegram etc. are used for communicating the students and teachers.

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/ tests 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.

Departments of Science conduct activities like Quiz competition, elocution competitions.

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

1.1.3 - Teachers of the Institution participate in A. All of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

04

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

12

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

265

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

265

File Description	Documents
Any additional information	View File
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:

These aspects 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

- 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

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

232

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

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)	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mspkptmanora.ac.in/IQAC/1680460869.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

379

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

268

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

The institution in the beginning of the session organizes basic subject knowledge test and individual teacher interact with students at the time of admission and collect their area of interest. Induction program is conducted in the institution for fresher their strength and weakness are assessed based on their performance in the induction program. Slow and advanced learners are identified following the set mechanism and special programs are organized for them.

Special program for slow learners

Bridge Course is conducted in the conducted to help Students Bridge the gap between previous knowledge and expected competency for the program admitted to.

Mentor mentee Scheme is helpful to assistant slow learners mentor keep contact with the progress of the slow learners.

Remedial Classes are conducted for failure students in university examination & provided model questions answers.

Learning Material is provided according to their competency.

Programs for Advanced Learners

Participation

Advanced learners are encouraged to participate in curricular and co-curricular activities, research activities, Avishkar, Group discussion and undertake field project.

Advanced learners organize and manage college events like NSS camp cultural program.

Student are nominated on the various committees of the college with fair representation, they help to formulate critical decisions.

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

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

Number of Students	Number of Teachers
647	28

File Description	Documents
Any additional information	View File

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

Experiential Learning

Teachers of the institution use different teaching approaches depending on the importance and difficulty of the concept.

Teachers from science department use demonstrative method to show students exact working of the things. Students are taken to the field to show them the live phenomenon. Observing life cycles of plants and animals in their natural habitat is a part of experiential learning for students.

Participative learning

Activity like group discussion forms a part of participate learning. Projects are given to students to collaborate with each other. Teachers use participative method to develop team work and leadership skills of the students. Participative learning helps students to become great team leaders.

Problem solving Methodology

Methods like case study, brain storming are used as a part of problem solving methods. Whenever students encounter problems, their problems are analyzed by the teachers and appropriate solution is recommended to the students. Counselling and mentoring session help students solve their problem

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 are very much enthusiastic using ICT tools for their teaching learning process innovative and effective. Use of ICT tools like Google drive/Google Chrome/Gmail/Google Classroom/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. Digital content on NDL 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, Library Atomization software soul 2.0, Dotcom Infotech software used for administrative work. Teachers are

conducting activities like group discussion, seminar, induction program using online resources like zoom, WEBEX Google suite. 100 % staff uses ICT resources.

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://mspkptmanora.ac.in/

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

28

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	No File Uploaded
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

12

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

28

File Description	Documents
Any additional information	No File Uploaded
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, seminars, Group Discussions, Online Test, Assignments, quizzes, field visits 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 students are given fair chance to reappear for examination if they wants to. The performance of the students is also displayed on notice board and on the college website and on WhatsApp 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://mspkptmanora.ac.in/IOAC/1680428271.pdf

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

The institute follows transparent internal evaluation system. Students 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 institution has to follow guidelines of the parent University for Internal Marks Allocation. Guidelines are prepared by the Internal Quality assurance cell for conducting internal assessment examination. Students can complain to the head of the department regarding unfair evaluation in any subject. They can even approach internal examination committee of the concerned department for resolution of grievance. Head of the department and internal examination committee in-charge tell 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. 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.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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 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 in 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. IQAC 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 POs, COs and PSOs are stated and displayed on the website. It is also displayed on 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	View File
Paste link for Additional information	Nil
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 COs, PSOs and POs. These outcomes are first prepared after collecting feedback from the stakeholders. IQAC as per the guidance of CDC prepares assessment outcomes for the programs offered. The institution conducts separate tests, feedback from employer for calculating the outcomes set by the institution. The institution organizes various cultural programs, NSS Camp.

To create research temper among the students college organize District Level Avishkar Research convention with university. Every Department promote their 02 students, organises training workshop for participated students and prepare them to compete at district as well as university level.

Programs like Teacher's Day is conducted for assessing students' teaching skills. Multimedia integrated presentations are organized for assessing students' technical ability. Training programs gives them experience of business skills. Sports activities and achievements of the students are assessed for the health related outcomes. Book review articles are collected for assessing students' creative skills.

Students are given fair representation on administrative committees for giving them administrative experience. Entrepreneur's business ideas are assessed on the ground of social applicability. These students are sent suggestion for improvement area in their life. Student ethical 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

76

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	http://mspkipmanora.ac.in/Notice/1671970086.pdf

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/1680437653.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

15

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

31

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

17

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

1. N.S.S. Unit of college runs Cleanliness drive at Gram Parwa of Manora Tehsil District Washim. Most of the people even today are not aware of the use free places for toilet, therefore the NSS unit took initiative to make Defecation free village by performing street play even at Govt. Rural hospital of Manora. NSS unit ran the Cleanliness drive activity along with Gram Parwa the NSS volunteers did the Street Play on Defecation free village awareness.

2. Environmental Awareness & Green Campus Drive ran by College for which College Received District Green Campus Award in 2021 by Govt. of India Scheme. Students of Botany regularly ran extension activity for to create Environmental Awareness for the High School & College Students of Manora Tehsil.

3. Physics Students created awareness about renewable energy in nearby villages.

4. Students of Zoology to created awareness about various diseases of peoples of Manora tehsil to visit at the home.

5. Nutritional Awareness in Rural Society an extension activity ran by Home Economics students.

6. Awareness Regarding Government's Farming Project: "E-PikPahani" among Rural Farmers ran by Commerce Department.

7. Chemistry Dept runs extension activity, "Drinking Water analysis of different water sample collected from different regions of Manora."

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

04

File Description	Documents
Any additional information	No File Uploaded
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

07

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

705

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	No File Uploaded

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

03

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

Classrooms- College divided in 3 wings, 14 classrooms 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.

Laboratory :09 labs equipped with essential equipment's and apparatus.

Computing Equipment's : Wi-Fi, 05 LCD projectors Printers, Scanner and other facility useful for teaching learning.

Library of 50 X 35 Sqft

Auditorium Hall with internet and projector facilities.

Research Centre in Chemistry,History,Library Science,Commerce and English language communication lab.

Ethnobotanical Garden of 31000 sq ft and botanical number of plant 824 (verities 139)

Browsing center with 07 computer and internet connectivity.

N.S.S. -The college has active N.S.S. unit of 150 students.

Academic support facility

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

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

Drinking water facility :02 water coolers of 700 litres.

Common Room for girl students with vending machine.

Urinals and toilet 07gents and 03 ladies

Other- Canteen, GYM, Ground, meditation hall, solar panel and Borewell

CCTV- 24 CCTV Cameras

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.

Outdoor Games. College has various playgrounds in its premises. It has Volleyball ground 18mx9m, Badminton 13.4mx6.1m, Basketball ground 28x15m, Kabbadi ground 13x10m, KHO-KHO 27x16m. The college has Single bar 16mx8m and double Bar 6x3m. The college has Ground for Long Jump 25mx5m 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.

Meditation Center & Yoga Hall- size 12X18 sq.ft

Auditorium Hall: The college has spacious auditorium of 55m×35m with internet and projector facilities. 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 sq.ft gym with well equipment facility for students and staff with 20 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)

12.38181

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 ILMS

The College has purchased (12th March 2014) Software SOULCurrent Version 2.0.0.12. This Library Software is designed and developed by the INFLIBNET, Gandhi Nagar, Gujrat. It is user-friendly software developed to work under client-server environment.

Nature of automation :Our Library is partially automated.

Acquisition: It enables library staff to handle all functions such as Suggestions management; Order processing, cancellation, reminders, Receipt, Payment, budgetary control, Reports, Master files like vendors, publishers etc.

Catalogue is used for retrospective conversion of library resources. It also facilitates library staff to process of the newly acquired library resources.

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.

On-line 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. The module keeps track of serials in the library effectively and efficiently.

Administration- Administration through SOUL 2.0.

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)

1.01274

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

40

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 56computers. Out of them 17 computers donated by local MLA to college & 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.

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 56Computers 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 5 mbps capacity from BSNL.

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.

Wi- Fi : The free Wi-Fi facility is available inside the campus for both students and 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 have 24 Cameras.

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

4.3.2 - Number of Computers

56

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)

12.32885

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 and upkeep of the physical infrastructure, facilities, green areas etc. The College have contracts with skilled manpower for civil work, electric work, plumbing, carpentry work, horticulture etc.

1. The infrastructure facilities such as class-rooms, buildings, green areas, etc. are maintained by the maintenance department at each campus.
2. 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.
3. The maintenance of equipments for water pumping plants, etc. is undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.

Maintenance of Services: 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 as under:

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.

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

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 benefited by scholarships and free ships provided by the Government during the year

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

364

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 benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

91

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

File Description	Documents
Link to institutional website	http://mispkptmanora.ac.in/Notice/1671867360.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

615

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

615

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

5.1.5 - The Institution has a transparent 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

A. All of the above

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	View File
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

01

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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	No File Uploaded
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

16

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 maintained amount of Rs. 96,905/- 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 the way of :alumni college organises Taluka level GK test on the occasion of Chatrapati Shivaji's Birth anniversary. 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

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, and ethical & intellectual values.
- To promote equality & social justice among the students.
- To serve as the 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 is formulated
- IQAC plans to enhance the quality of education and maintain quality in teaching, learning, and evaluation.
- 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 program, Mentor-Mentee Scheme, participation in seminars, group discussions, workshops, expert talk of respective field, extension activities, and Financial and other assistance to deserving & meritorious students.
- The institution prepares a perspective plan for systematic & phase development.
- Teachers play important roles as motivators and spearheads of cultural & socially conscious activities by steering the NSS, Study Centers, and Sports.

File Description	Documents
Paste link for additional information	http://mspkptmanora.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 and non-teaching staff, and experts in the 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 participative decentralization and governance, the Principal has appointed the heads of the departments and provided administrative and academic autonomy and mobility to them for effective governance.

Case Study: ICT Committee

Objectives of Committees

- To develop E-content
- To prepare the planning for the maintenance of ICT tools.
- To maintain the ICT tools regularly.
- To purchase the ICT tools as required.

Mechanism ICT Committee:

The committee prepares a plan and a budget for the institution's ICT tools 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. Every year, the ICT committee organizes a workshop on ICT tools for teaching, learning, and evaluation.

File Description	Documents
Paste link for additional information	http://www.mspkptmanora.ac.in/IQAC/1672054193.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan for the academic session

2021-2022 is

Infrastructure

- Construction of Women's Urinals
- ICT Resources Development
- Establishing Media Center
- Increase tree plantation
- Organizing a workshop on Health, Nutrition, and Drinking Water Awareness

Human Resource Development

- Stress Management Workshop for Staff
- To organize a professional development program
- Encouraging teachers for online Refresher & Orientation Courses
- 100 % Doctorate degree holder staff & Career Advancement Benefit

Student Development

- Strengthening Mentor Mentee Scheme.
- Training program for students
- Regular Competitive class
- Soft skills workshop for Final year Students
- Enrollment in online courses on Swayam
- Organize seminar & poster competition
- Financial Support to the Needy Students

Alumni Association Fund

- Raise the Alumni Association Fund 100000 in a year.
- Applying for Research Grants to UGC, DST, NGO, and Industry

Academic Development

- Starting PG courses
- To start Research Center.
- To Introduce a new course
- To start the Certificate & Diploma course of Parent University

Knowledge Resource Center

- Purchase competitive exam books and Journals

- Video lectures/ Clipping on Competitive Exam

Title of Activity:-

- Stress Management Workshop for Staff
- To organize a professional development program
- Encouraging teachers for online Refresher & Orientation Courses
- 100 % Doctorate degree holder staff & Career Advancement Benefit

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.mspkptmanora.ac.in/IOAC/1672054078.pdf
Upload any additional information	View File

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/Secretary of Sanstha are in charge of the institute. The Principal is assisted by HoDs/employees/IQAC at the college level, CDC 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 the 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 campus.

Service Rules: Pay scale, 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): Ad hoc base teacher recruitment by management as per the norms and procedure laid down by the UGC, Government of Maharashtra, and affiliating University.

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	http://mstkptmanora.ac.in/achiv.php
Link to Organogram of the Institution webpage	http://www.mstkptmanora.ac.in/mgmt.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

- Provident funds, DCPS, and gratuity benefits are given to

staff as per govt. of Maharashtra.

- Personal, housing & vehicle loan facilities for staff are provided by patsantha of the institute.
- Membership registration fees are 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.
- Wi-Fi facilities and internet-connected PCs are made available to all staff.
- The college has a free facility of Gym, Sports, and Yoga for teaching and non-teaching staff.
- E-books, e-journals, reference books & textbooks are made available to staff.
- All leaves such as duty, medical, APL, leave without pay, male staff 15 days paternity leave, and maternity leave are provided as per Govt. of Maharashtra, UGC, and Parent University.
- The Institution's financial support to attend professional development programs is helpful for their promotions.
- Institute gives free clothes to non-government employees.
- Department of Zoology provides free health check-up facilities to all the staff.
- The staff of the institute is encouraged to register LIC policy and group insurance.
- The college organized training programs for teaching and non-teaching staff.
- On January 26, the teaching & non-teaching staff were felicitated for their accomplishments.

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

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

4

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	No File Uploaded
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

20

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 of faculty is filled individually based on his/her yearly achievements. The appraisal forms are assessed by the Research Committee and then submitted to the head of the institution. Principal counsels faculty members for necessary changes/improvements for better performance if necessary. The faculty appraisal forms are reviewed through IQAC and Scrutiny Committee and finally by the Principal.

1. PBAS:

Category I: Teaching- Learning and Evaluation

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

Category: III: Research and Academic Contributions.

Departmental Assessment:

Every department prepares its academic action plan which is considered a department calendar. Every department tried to adhere to the direction of the college authority while following the departmental calendar. Departmental assessment reports are taken from the heads of the departments at the end of the academic year and the screening committee verifies them and submits the report to the Principal for the final evaluation.

Staff Council Meetings:

The College Staff Council meeting with the Principal of the college works as a cornerstone for the quality assessment.

Academic Audit:

The academic audit gives a regular strategic overview of a college's teaching-learning process. The Institute does this audit internally as well as externally.

Confidential Report:

The performance of non-teaching staff within the campus is evaluated by office superintendent and Confidential report 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 the institute are managed in a very effective manner. For the effective use of financial resources, the annual budget is prepared. Proper accounts are maintained by the institute through a 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 the Principal. All expenditure is recurring and non-recurring is incurred through checks. The final audit is checked by CA (Nirmal Prakash Ozha), Joint Director, and Account Officer.

This year institute has done an audit through Tally software. The internal verification is done by the 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 discrepancies. All documents related to the audit are verified by the 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)

0.15

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 various programs for efficient management of funds and to widen the resource base for the attainment of the set goals. The institute campus is being made available for government activities, 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 to 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 to 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 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 student's academic/personal/social development.
- Subject Merit Scholarship: Faculties give two cash prizes to the topper.
- Student development fund scholarship is for open-category scholarships and achievers in sports and cultural activities.
- Student development cell: Organizes various programs for skill development.
- student induction program.
- 5 Toppers of each faculty felicitated with a free book set

- To organize certificate courses, seminars, group discussions, poster presentations/guest lectures
- Gym facility & Meditation Centre
- Organize student induction programme, Avishkar & celebration of National science day.

Practice No.2

Use of ICT for Teaching Learning:

IQAC was initiated to improve the ICT facilities in the college for teaching and learning purposes. The institute departments used virtual laboratories for a better understanding of subjects. Currently, the college has seminar halls with ICT facilities. Well-equipped computer Laboratories. Library with SOUL software and office with campus ERP and Tally Prime software. Faculties developed e-contents and videos and posted them on Google Classrooms, Google Sites & YouTube. For online teaching, faculty used Zoom, and Google Meet platforms. The administrative and examination section is also fully supported with ICT facilities and necessary 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

IQAC initiated incremental improvements for quality enhancement in the last years as follows-

- ICT facilities are strengthened.
- Proposals are submitted to introduce new PG Courses.
- To start a Research Center in the Department of Botany, Library, History & Commerce.
- Laboratories are upgraded.
- Computer- student ratio has been improved.
- The indoor hall is renovated.
- Canteen and drinking water facilities are improved.

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 IQAC committee collects feedback & analyzes and 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 teaching-learning process of the institution. Every departmental head are assigned the duty of monitoring teaching learning process. Monthly review meetings are organized to take a review of the completed syllabus. The 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.

Departmental assessment:

Departmental assessment reports are taken from each head of the department at the end of the academic year.

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mspkptmanora.ac.in/IQAC/1672053975.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: campus is fully secured at all by the fine fencing, CCTV surveillances, 24x7 guard availability, unexpected will be checked at the entry point, discipline & Monitoring committee are to look after all the related affairs. Police patrolling/Nirbhaya Pathak during college time/bus, autorickshaw points are concern of Institution and college have different committees like Discipline, Monitoring, Grievances Redressal are monitors all disciplinary activity in and around the campus and committee members take regular rounds of each and every corner.

Student Counseling Committee playing active role in motivation/removal of mental/academic/professional/social/life goal/carrier/opportunities stress. Various workshops on nutrition/health/wildlife/career/gender discrimination & equity, women & human rights/Health and Hygiene, International women day-

Women safety and Empowerment have taken. Induction program for new students enhancing the level of confidence, familiarities with faculties/facilities/ethics, code of conduct and more the removal of anxiety and stress of new environment of senior college. workshop organized on "Sexual Harassment of Women at Workplace". Through the mentor-mentee scheme students are personally counseled by the teacher as an act of parents.

College has separate girls common room with all necessary facilities for their comfortable and relax zone. It is also equipped with sanitary napkin vending machine.

File Description	Documents
Annual gender sensitization action plan	http://mstkptmanora.ac.in/IQAC/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://mstkptmanora.ac.in/IQAC/1648448927.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

B. Any 3 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

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	Nil
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 **A. Any 4 or all 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: A. Any 4 or All of the above

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
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, GK Test, Poster presentation, on Chatrapati Shivaji birth anniversary on 19th Feb 2022 & Shivswarajyadin 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 Mahatma Gandhi, Lal Bahadur Shastri, A.P.J. Abdul Kalam, Sardar Vallabhabhai Patel, Pandit Jawaharlal Nehru, Radha Krishnan, Swami Vivekanand, Ma Jijau and Savitribai Phule etc imparts the applicability of their ideals in our stakeholders. Birth anniversary of Sant Seva Lal Maharaj was celebrated 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/duties imparts a role/responsibilities of citizen in nations. 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/student counseling/Monitoring/Carrier Guidance Committee etc are working effectively and developing the student's 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. "International Voters Day" was celebrated to focuses our youth on the fact that the right to vote is a basic right. College has its code of conduct which imparts a value and discipline among students to become responsible/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 **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

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	View File

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 poster competition, group discussion, elocution, series of lectures, Painting, one minute video, short film, essay competition, slogans & singing competition, GK test 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. Sarvapalli Radhakrishnan

5 September

3

Birth Anniversary of Mahatma Gandhi

2 October

4

Birth Anniversary of Lal Bahadur Shastri

2 October

5

Birth Anniversary of APJ Abdul Kalam

15 October

6

Birth Anniversary of Sardar Vallabhabhai Patel

31 October

7

Birth Anniversary of Pandit Jawaharlal Nehru

14 November

8

Death Anniversary of Dr. Babasaheb Ambedkar

6 December

9

Birth Anniversary of Swami Vivekanand

12 January

10

Birth Anniversary of Maa Jijau

12 January

11

Birth Anniversary of Savitribai Fule

03 January

12

Republic day

26 January

13

Birth Anniversary of Dr. Punjabrao Deshmukh

27 December

14

Birth Anniversary of Sant Sevalal Maharaj

15 February

15

Birth Anniversary of Chhatrapati Shivaji Maharaj

19 February

16

Birth Anniversary of Sant Gadgebaba

23 February

17

Birth Anniversary of Yashwantrao Chavhan

12 March

18

Shiv Swarajyadin

06 June

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.

Best Practice: 1

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

The Context:

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.

Best Practice-2

Title: Step Forward Towards Economically Deprived In Society Through Social Responsibility Fund (SRF)

The context:

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.

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

Institutional Distinctiveness

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.

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. All the curriculum related information, university updates are shared to students and teachers regularly. Whatsapp groups, google classrooms, telegram etc. are used for communicating the students and teachers.

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/ tests 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.

Departments of Science conduct activities like Quiz competition, elocution competitions.

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	View File

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

04

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

12

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

265

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

265

File Description	Documents
Any additional information	View File
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:

These aspects 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

- 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

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

232

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
---	----------------------------

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)	View File

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
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mspkipmanora.ac.in/IQAC/1680460869.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

379

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

268

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

The institution in the beginning of the session organizes basic subject knowledge test and individual teacher interact with students at the time of admission and collect their area of interest. Induction program is conducted in the institution for fresher their strength and weakness are assessed based on their performance in the induction program. Slow and advanced learners are identified following the set mechanism and special programs are organized for them.

Special program for slow learners

Bridge Course is conducted in the conducted to help Students Bridge the gap between previous knowledge and expected competency for the program admitted to.

Mentor mentee Scheme is helpful to assistant slow learners mentor keep contact with the progress of the slow learners.

Remedial Classes are conducted for failure students in university examination & provided model questions answers.

Learning Material is provided according to their competency.

Programs for Advanced Learners

Participation

Advanced learners are encouraged to participate in curricular and co-curricular activities, research activities, Avishkar, Group discussion and undertake field project.

Advanced learners organize and manage college events like NSS camp cultural program.

Student are nominated on the various committees of the college

with fair representation, they help to formulate critical decisions.

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

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

Number of Students	Number of Teachers
647	28

File Description	Documents
Any additional information	View File

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

Experiential Learning

Teachers of the institution use different teaching approaches depending on the importance and difficulty of the concept.

Teachers from science department use demonstrative method to show students exact working of the things. Students are taken to the field to show them the live phenomenon. Observing life cycles of plants and animals in their natural habitat is a part of experiential learning for students.

Participative learning

Activity like group discussion forms a part of participative learning. Projects are given to students to collaborate with each other. Teachers use participative method to develop team work and leadership skills of the students. Participative learning helps students to become great team leaders.

Problem solving Methodology

Methods like case study, brain storming are used as a part of

problem solving methods. Whenever students encounter problems, their problems are analyzed by the teachers and appropriate solution is recommended to the students. Counselling and mentoring session help students solve their problem

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 are very much enthusiastic using ICT tools for their teaching learning process innovative and effective. Use of ICT tools like Google drive/Google Chrome/Gmail/Google Classroom/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. Digital content on NDL 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, Library Atomization software soul 2.0, Dotcom Infotech software used for administrative work. Teachers are conducting activities like group discussion, seminar, induction program using online resources like zoom, WEBEX Google suite. 100 % staff uses ICT resources.

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/

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

28

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	No File Uploaded
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

12

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

28

File Description	Documents
Any additional information	No File Uploaded
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, seminars, Group Discussions, Online Test, Assignments, quizzes, field visits 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 students are given fair chance to reappear for examination if they wants to. The performance of the students is also displayed on notice

board and on the college website and on WhatsApp 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://mspkptmanora.ac.in/IOAC/1680428271.pdf

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

The institute follows transparent internal evaluation system. Students 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 institution has to follow guidelines of the parent University for Internal Marks Allocation. Guidelines are prepared by the Internal Quality assurance cell for conducting internal assessment examination. Students can complain to the head of the department regarding unfair evaluation in any subject. They can even approach internal examination committee of the concerned department for resolution of grievance. Head of the department and internal examination committee in-charge tell 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. 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.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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 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 in 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. IQAC 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 POs, COs and PSOs are stated and displayed on the website. It is also displayed on 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	View File
Paste link for Additional information	Nil
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 COs, PSOs and POs. These outcomes are first prepared after collecting feedback from the stakeholders. IQAC as per the guidance of CDC prepares assessment outcomes for the programs offered. The institution conducts separate tests, feedback from employer for calculating the outcomes set by the institution. The institution organizes various cultural programs, NSS Camp.

To create research temper among the students college organize District Level Avishkar Research convention with university. Every Department promote their 02 students, organises training workshop for participated students and prepare them to compete at district as well as university level.

Programs like Teacher's Day is conducted for assessing students' teaching skills. Multimedia integrated presentations are organized for assessing students' technical ability. Training programs gives them experience of business skills. Sports activities and achievements of the students are assessed for the health related outcomes. Book review articles are collected for assessing students' creative skills.

Students are given fair representation on administrative committees for giving them administrative experience. Entrepreneur's business ideas are assessed on the ground of social applicability. These students are sent suggestion for improvement area in their life. Student ethical 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

76

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	http://mspkipmanora.ac.in/Notice/1671970086.pdf

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://mspkipmanora.ac.in/Notice/1680437653.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

15

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

31

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

17

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

1. N.S.S. Unit of college runs Cleanliness drive at Gram Parwa of Manora Tehsil District Washim. Most of the people even today are not aware of the use free places for toilet, therefore the NSS unit took initiative to make Defecation free village by performing street play even at Govt. Rural hospital of Manora. NSS unit ran the Cleanliness drive activity along with Gram Parwa the NSS volunteers did the Street Play on Defecation free village awareness.

2. Environmental Awareness & Green Campus Drive ran by College for which College Received District Green Campus Award in 2021 by Govt. of India Scheme. Students of Botany regularly ran extension activity for to create Environmental Awareness for the High School & College Students of Manora Tehsil.

3. Physics Students created awareness about renewable energy in nearby villages.

4. Students of Zoology to created awareness about various diseases of peoples of Manora tehsil to visit at the home.

5. Nutritional Awareness in Rural Society an extension activity ran by Home Economics students.

6. Awareness Regarding Government's Farming Project: "E-PikPahani" among Rural Farmers ran by Commerce Department.

7. Chemistry Dept runs extension activity, "Drinking Water analysis of different water sample collected from different regions of Manora."

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

04

File Description	Documents
Any additional information	No File Uploaded
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

07

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

705

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	No File Uploaded

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

03

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

Classrooms- College divided in 3 wings, 14 classrooms 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.

Laboratory :09 labs equipped with essential equipment's and apparatus.

Computing Equipment's : Wi-Fi, 05 LCD projectors Printers, Scanner and other facility useful for teaching learning.

Library of 50 X 35 Sqft

Auditorium Hall with internet and projector facilities.

Research Centre in Chemistry,History,Library Science,Commerce and English language communication lab.

Ethnobotanical Garden of 31000 sq ft and botanical number of plant 824 (verities 139)

Browsing center with 07 computer and internet connectivity.

N.S.S. -The college has active N.S.S. unit of 150 students.

Academic support facility

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

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

Drinking water facility :02 water coolers of 700 litres.

Common Room for girl students with vending machine.

Urinals and toilet 07gents and 03 ladies

Other- Canteen, GYM, Ground, meditation hall, solar panel and Borewell

CCTV- 24 CCTV Cameras

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.

Outdoor Games. College has various playgrounds in its premises. It has Volleyball ground 18mx9m, Badminton 13.4mx6.1m, Basketball ground 28x15m, Kabbadi ground 13x10m, KHO-KHO 27x16m. The college has Single bar 16mx8m and double Bar 6x3m. The college has Ground for Long Jump 25mx5m 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.

Meditation Center & Yoga Hall- size 12X18 sq.ft

Auditorium Hall: The college has spacious auditorium of 55m×35m with internet and projector facilities. 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 sq.ft gym with well equipment facility for students and staff with 20 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)

12.38181

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 ILMS

The College has purchased (12th March 2014) Software SOULCurrent Version 2.0.0.12. This Library Software is designed and developed by the INFLIBNET, Gandhi Nagar, Gujrat. It is user-friendly software developed to work under client-server environment.

Nature of automation :Our Library is partially automated.

Acquisition:It enables library staff to handle all functions such as Suggestions management; Order processing, cancellation, reminders, Receipt, Payment, budgetary control, Reports, Master files like vendors, publishers etc.

Catalogue is used for retrospective conversion of library resources. It also facilitates library staff to process of the newly acquired library resources.

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.

On-line 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. The module keeps track of serials in the library effectively and efficiently.

Administration- Administration through SOUL 2.0.

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
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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)

1.01274

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

40

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 56computers. Out of them 17 computers donated by local MLA to college & 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.

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 56Computers 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 5 mbps capacity from BSNL.

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.

Wi- Fi : The free Wi-Fi facility is available inside the campus for both students and 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 have24 Cameras.

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

4.3.2 - Number of Computers

56

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)

12.32885

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 and upkeep of the physical infrastructure, facilities, green areas etc. The College have contracts with skilled manpower for civil work, electric work, plumbing, carpentry work, horticulture etc.

1. The infrastructure facilities such as class-rooms, buildings, green areas, etc. are maintained by the maintenance department at each campus.
2. 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.
3. The maintenance of equipments for water pumping plants, etc. is undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.

Maintenance of Services: 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 as under:

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.

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

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 benefited by scholarships and free ships provided by the Government during the year

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

364

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 benefited 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

91

File Description	Documents
Upload any additional information	View File
Number of students benefitted 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

File Description	Documents
Link to institutional website	http://mstkptmanora.ac.in/Notice/1671867360.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

615

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

615

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

<p>5.1.5 - The Institution has a transparent 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</p>	<p>A. All of the above</p>
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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	View File
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

01

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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	No File Uploaded
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

16

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 maintained amount of Rs. 96,905/- 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, and ethical & intellectual values.
- To promote equality & social justice among the students.
- To serve as the 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 is formulated
- IQAC plans to enhance the quality of education and maintain

quality in teaching, learning, and evaluation.

- 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 program, Mentor-Mentee Scheme, participation in seminars, group discussions, workshops, expert talk of respective filed, extension activities, and Financial and other assistance to deserving & meritorious students.
- The institution prepares a perspective plan for systematic & phase development.
- Teachers play important roles as motivators and spearheads of cultural & socially conscious activities by steering the NSS, Study Centers, and Sports.

File Description	Documents
Paste link for additional information	http://mstkptmanora.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 and non-teaching staff, and experts in the 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 participative decentralization and governance, the Principal has appointed the heads of the departments and provided administrative and academic autonomy and mobility to them for effective governance.

Case Study: ICT Committee

Objectives of Committees

- To develop E-content
- To prepare the planning for the maintenance of ICT tools.
- To maintain the ICT tools regularly.
- To purchase the ICT tools as required.

Mechanism ICT Committee:

The committee prepares a plan and a budget for the institution's ICT tools 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. Every year, the ICT committee organizes a workshop on ICT tools for teaching, learning, and evaluation.

File Description	Documents
Paste link for additional information	http://www.mspkptmanora.ac.in/IQAC/1672054193.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan for the academic session 2021-2022 is

Infrastructure

- Construction of Women's Urinals
- ICT Resources Development
- Establishing Media Center
- Increase tree plantation
- Organizing a workshop on Health, Nutrition, and Drinking Water Awareness

Human Resource Development

- Stress Management Workshop for Staff
- To organize a professional development program
- Encouraging teachers for online Refresher & Orientation Courses
- 100 % Doctorate degree holder staff & Career Advancement

Benefit

Student Development

- Strengthening Mentor Mentee Scheme.
- Training program for students
- Regular Competitive class
- Soft skills workshop for Final year Students
- Enrollment in online courses on Swayam
- Organize seminar & poster competition
- Financial Support to the Needy Students

Alumni Association Fund

- Raise the Alumni Association Fund 100000 in a year.
- Applying for Research Grants to UGC, DST, NGO, and Industry

Academic Development

- Starting PG courses
- To start Research Center.
- To Introduce a new course
- To start the Certificate & Diploma course of Parent University

Knowledge Resource Center

- Purchase competitive exam books and Journals
- Video lectures/ Clipping on Competitive Exam

Title of Activity:-

- Stress Management Workshop for Staff
- To organize a professional development program
- Encouraging teachers for online Refresher & Orientation Courses
- 100 % Doctorate degree holder staff & Career Advancement Benefit

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.mspkptmanora.ac.in/IQAC/1672054078.pdf
Upload any additional information	View File

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/Secretary of Sanstha are in charge of the institute. The Principal is assisted by HoDs/employees/IQAC at the college level, CDC 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 the 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 campus.

Service Rules: Pay scale, 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): Ad hoc base teacher recruitment by management as per the norms and procedure laid down by the UGC, Government of Maharashtra, and affiliating University.

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	http://mspkipmanora.ac.in/achiv.php
Link to Organogram of the Institution webpage	http://www.mspkipmanora.ac.in/mgmt.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

- Provident funds, DCPS, and gratuity benefits are given to staff as per govt. of Maharashtra.
- Personal, housing & vehicle loan facilities for staff are provided by patsantha of the institute.
- Membership registration fees are 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.
- Wi-Fi facilities and internet-connected PCs are made

available to all staff.

- The college has a free facility of Gym, Sports, and Yoga for teaching and non-teaching staff.
- E-books, e-journals, reference books & textbooks are made available to staff.
- All leaves such as duty, medical, APL, leave without pay, male staff 15 days paternity leave, and maternity leave are provided as per Govt. of Maharashtra, UGC, and Parent University.
- The Institution's financial support to attend professional development programs is helpful for their promotions.
- Institute gives free clothes to non-government employees.
- Department of Zoology provides free health check-up facilities to all the staff.
- The staff of the institute is encouraged to register LIC policy and group insurance.
- The college organized training programs for teaching and non-teaching staff.
- On January 26, the teaching & non-teaching staff were felicitated for their accomplishments.

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

20

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

4

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	No File Uploaded
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

20

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 of faculty is filled individually based on his/her yearly achievements. The appraisal forms are assessed by the Research Committee and then submitted to the head of the institution. Principal counsels faculty members for necessary changes/improvements for better performance if necessary. The faculty appraisal forms are reviewed through IQAC and Scrutiny Committee and finally by the Principal.

1. PBAS:

Category I: Teaching- Learning and Evaluation

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

Category: III: Research and Academic Contributions.

Departmental Assessment:

Every department prepares its academic action plan which is considered a department calendar. Every department tried to adhere to the direction of the college authority while following the departmental calendar. Departmental assessment reports are taken from the heads of the departments at the end of the academic year and the screening committee verifies them and submits the report to the Principal for the final evaluation.

Staff Council Meetings:

The College Staff Council meeting with the Principal of the college works as a cornerstone for the quality assessment.

Academic Audit:

The academic audit gives a regular strategic overview of a college's teaching-learning process. The Institute does this audit internally as well as externally.

Confidential Report:

The performance of non-teaching staff within the campus is evaluated by office superintendent and Confidential report 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 the institute are managed in a very effective manner. For the effective use of financial resources, the annual budget is prepared. Proper accounts are maintained by the institute through a 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 the Principal. All expenditure is recurring and non-recurring is incurred through checks. The final audit is checked by CA (Nirmal Prakash Ozha), Joint Director, and Account Officer.

This year institute has done an audit through Tally software. The internal verification is done by the 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 discrepancies. All documents related to the audit are verified by the 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)

0.15

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 various programs for efficient management of funds and to widen the resource base for the attainment of the set goals. The institute campus is being made available for government activities, 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 to 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 to 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 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 student's academic/personal/social development.
- **Subject Merit Scholarship:** Faculties give two cash prizes to the topper.

- Student development fund scholarship is for open-category scholarships and achievers in sports and cultural activities.
- Student development cell: Organizes various programs for skill development.
- student induction program.
- 5 Toppers of each faculty felicitated with a free book set
- To organize certificate courses, seminars, group discussions, poster presentations/guest lectures
- Gym facility & Meditation Centre
- Organize student induction programme, Avishkar & celebration of National science day.

Practice No.2

Use of ICT for Teaching Learning:

IQAC was initiated to improve the ICT facilities in the college for teaching and learning purposes. The institute departments used virtual laboratories for a better understanding of subjects. Currently, the college has seminar halls with ICT facilities. Well-equipped computer Laboratories. Library with SOUL software and office with campus ERP and Tally Prime software. Faculties developed e-contents and videos and posted them on Google Classrooms, Google Sites & YouTube. For online teaching, faculty used Zoom, and Google Meet platforms. The administrative and examination section is also fully supported with ICT facilities and necessary 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

IQAC initiated incremental improvements for quality enhancement in the last years as follows-

- ICT facilities are strengthened.
- Proposals are submitted to introduce new PG Courses.

- To start a Research Center in the Department of Botany, Library, History & Commerce.
- Laboratories are upgraded.
- Computer- student ratio has been improved.
- The indoor hall is renovated.
- Canteen and drinking water facilities are improved.

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 IQAC committee collects feedback & analyzes and 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 teaching-learning process of the institution. Every departmental head are assigned the duty of monitoring teaching learning process. Monthly review meetings are organized to take a review of the completed syllabus. The 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.

Departmental assessment:

Departmental assessment reports are taken from each head of the department at the end of the academic year.

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.mspkptmanora.ac.in/IOAC/1672053975.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: campus is fully secured at all by the fine fencing, CCTV surveillances, 24x7 guard availability, unexpected will be checked at the entry point, discipline & Monitoring committee are to look after all the related affairs. Police

patrolling/Nirbhaya Pathakduring college time/bus,autorickshaw points are concern of Institution and college have different committees like Discipline,Monitoring,Grievances Redressalare monitors all disciplinary activity in and around the campus and committee members take regular rounds of each and every corner.

Student Counseling Committee playing active role in motivation/removal of mental/academic/professional/social/life goal/carrier/opportunities stress.Various workshops on nutrition/health/wildlife/career/gender discrimination & equity, women & human rights/Health and Hygiene, International women day-Women safety and Empowerment have taken. Induction program for newlstudents enhancing the level of confidence, familiarities with faculties/facilities/ethics, code of conduct and more the removal of anxiety and stress of new environment of senior college. workshop organized on "Sexual Harassment of Women at Workplace". Through the mentor-mentee scheme students are personally counseled by the teacher as an act of parents.

College has separate girls common room with all necessary facilities for their comfortable and relax zone. It is also equipped with sanitary napkin vending machine.

File Description	Documents
Annual gender sensitization action plan	http://mstkptmanora.ac.in/IQAC/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://mstkptmanora.ac.in/IQAC/1648448927.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

B. Any 3 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

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	Nil
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

A. Any 4 or all 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

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 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 	<p>A. Any 4 or All of the above</p>
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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

<p>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</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment</p>	<p>A. Any 4 or all of the above</p>
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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

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, GK Test, Poster presentation, on Chatrapati Shivaji birth anniversary on 19th Feb 2022 & Shivswarajyadin 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 Mahatma Gandhi, Lal Bahadur Shastri, A.P.J. Abdul Kalam, Sardar Vallabhabhai Patel, Pandit Jawaharlal Nehru, Radha Krishnan, Swami Vivekanand, Ma Jijau and Savitribai Phule etc imparts the applicability of their ideals in our stakeholders. Birth anniversary of Sant Seva Lal Maharaj was celebrated 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/duties imparts a role/responsibilities of citizen in nations. 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/student counseling/Monitoring/Carrier Guidance Committee etc are working effectively and developing the student's 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. "International Voters Day" was celebrated to focuses our youth on the fact that the right to vote is a basic right. College has its code of conduct which imparts a value and discipline among students to become responsible/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

<p>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</p>	<p>A. All of the above</p>
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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	View File

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p>	<p>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 poster competition, group discussion, elocution, series of lectures, Painting, one minute video, short film, essay competition, slogans & singing competition, GK test on these occasion along with their active participation and</p>
--	---

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. Sarvapalli Radhakrishnan

5 September

3

Birth Anniversary of Mahatma Gandhi

2 October

4

Birth Anniversary of Lal Bahadur Shastri

2 October

5

Birth Anniversary of APJ Abdul Kalam

15 October

6

Birth Anniversary of Sardar Vallabhabhai Patel

31 October

7

Birth Anniversary of Pandit Jawaharlal Nehru

14 November

8

Death Anniversary of Dr. Babasaheb Ambedkar

6 December

9

Birth Anniversary of Swami Vivekanand

12 January

10

Birth Anniversary of Maa Jijau

12 January

11

Birth Anniversary of Savitribai Fule

03 January

12

Republic day

26 January

13

Birth Anniversary of Dr. Punjabrao Deshmukh

27 December

14

Birth Anniversary of Sant Sevalal Maharaj

15 February

15

Birth Anniversary of Chhatrapati Shivaji Maharaj

19 February

16

Birth Anniversary of Sant Gadgebaba

23 February

17

Birth Anniversary of Yashwantrao Chavhan

12 March

18

Shiv Swarajyadin

06 June

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.

Best Practice: 1

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

The Context:

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.

Best Practice-2

Title: Step Forward Towards Economically Deprived In Society Through Social Responsibility Fund (SRF)

The context:

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.

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

Institutional Distinctiveness

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

Infrastructure

- To Construct separate Commerce Staffroom & Commerce Computer Lab
- Renovation of Play Grounds
- If PG courses get sanctioned by SGBAU, to develop the infrastructure according to PG.

ICT Resources Development

- To purchase 02 Projectors for Teaching Purpose.
- Establishing Interactive Smart Classroom
- Establishing Media Center, E-content Development, Maximize ICT use in Teaching Learning and evaluation

Green Environment

- Increase Tree plantation in college premises and locality
- 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
- 02 Workshops for Administrative staff

- 100 % Doctorate degree holder staff & Career Advancement Benefit

Student Development

- Strengthening Mentor system for academic and stress related issues.
- Regular Competitive class faculty wise
- Enrollment in Online courses on Swayam, CEC, NPTEL
- Financial Support to the Needy Students

Alumni Association Fund

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

Academic Development

- To start Research Center in Zoology, Physics, English Department

Knowledge Resource Center

- Purchase 1000 Titles in Library
- Video lectures, personality Development Institutional Knowledge Resources to society