



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Manoharrao kamdi Mahavidyalaya Chitanvispura Mahal Nagpur
• Name of the Head of the institution	Dr. Usha Sakure
• Designation	OFFC Principal
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	07122551768
• Mobile No:	9765800011
• Registered e-mail	manoharraokamdi@gmail.com
• Alternate e-mail	usha.ngp6@gmail.com
• Address	Sonaji wadi, chitnavispura, Mahal, Nagpur.
• City/Town	Nagpur
• State/UT	Maharashtra
• Pin Code	440032
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Rashtrasant tukdoji maharaj, Nagpur University, Nagpur.				
• Name of the IQAC Coordinator	Dr Meenakshi Wasnik.				
• Phone No.	8329208070				
• Alternate phone No.	07122551768				
• Mobile	07709930779				
• IQAC e-mail address	mvwasnik@gmail.com				
• Alternate e-mail address	iqacmkm@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://manoharraokamdi.edu.in/AQAR/Report/2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://manoharraokamdi.edu.in/AQAR/2020-21/Institutional-Calendar.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	Nil	2004	16/09/2004	15/09/2009
6.Date of Establishment of IQAC			07/10/2004		
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	04	
<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)		
<p>1.The Internal Quality Assurance Cell (IQAC) of the college has taken initiatives in preparing the perspective plan by collecting inputs from all stakeholders, their expectations, management policies and goals and objectives of the college. Followings are the significant contributions made by IQAC during the year 2020-21 •</p> <ul style="list-style-type: none"> *Online teaching of Comp English and Marathi under collaborative activity. *30 hours online certificate courses on Personality development. *Book review, slogan, poster competitions and awareness programmes were arranged. Programmes under collaborative cluster colleges. *Various Extension activities under NSS. 		
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
<p>Academic planning in advance for the next session and approval to it as per the quality sustenance plan of IQAC</p>	<p>As it is the usual practice of the institution that before the commencement of each session, the academic planning is done well in advance based on the academic calendar of the affiliating university and it is approved in the meeting of the IQAC, accordingly all the teaching departments were informed to prepare their academic planning and the plan of evaluation for both the semesters and it was approved by the IQAC of the institution. Similarly, other departments such as NSS, Sports, etc., were also instructed to prepare their planning of activities and accordingly it was also approved in the very first meeting of the session. This has been the usual practice of the institution for quality sustenance.</p>
<p>To encourage continuous evaluation system and work for online evaluation system for day to day teaching by all the departments.</p>	<p>As due to the sudden outbreak of corona virus, the actual teaching learning and evaluation process in the institution got hampered. To complete the teaching of the entire syllabus and conducting unit tests and terminal tests became a challenge for the teachers as most of the students coming from poor economic background had no mobile phones or internet data enough to continue online teaching classes. Therefore, the teachers were instructed to teach the portion and also conduct evaluation of the portion taught so as to understand the difficulties of</p>

	<p>the students and overcome them. This practice was continued by almost all the faculties.</p>
<p>To implement bridge courses, remedial coaching for slow learners and to provide special attention to the advanced learners.</p>	<p>Due to the outbreak of pandemic in the country the actual teaching learning process in the classroom and paying special attention to the students was not possible as the classes were held online. There were so many problems with respect to the attendance of the students on the virtual platform as there were no android phones to the poor students. Naturally the limited number of students used to attend the classes. Therefore the bridge courses for the newly admitted students could not be conducted. However the teachers were instructed to start their course taking the review of the previous course at entry level in order to bridge the gap of two levels of learning of the newly admitted students. Similarly finding the slow learners and advanced learners had become a challenging task as not all the students could join the virtual classes. In spite of that the teachers were informed to locate the slow and the advanced learners and pay special attention to them at their level best.</p>
<p>To use ICT based teaching learning methodology such as use of whats app groups/, modern applications for online learning through mobile phone to improve results.</p>	<p>During the pandemic period the entire teaching leaning and evaluation was ICT enabled and in the form of virtual manner. The whats app groups were formed of all the classes and the teachers were appointed as the Admin of the groups, so all the</p>

	<p>information, messages used to be shared on whats app groups, for those students who could not attend the classes due to some or the other reasons, they would get their study material through whats app. The institution is having its own G-Suit platform through which the online teaching, learning and evaluation process used to be continued as per the time table</p>
<p>Online lectures to be taken To organize seminars and conferences in different disciplines as cluster activity</p>	<p>Online lectures were conducted Online programmes were undertaken for the students and the reports were made and the links were stored, and feedback forms were filled of the participants</p>
<p>To implement e-governance in administration, admission process, accounts and college level examination.</p>	<p>During the Corona pandemic situation there was no other way so far as the administration, admission process as well as the process of Examination. Almost all the communications were done in the form of e-governance. The same online system was adopted for the process of admission also especially for those students who found it difficult to approach. They adopted online mode of payment also for the payment of fees. The examination conducted by the university was also in online mode. Also the examinations conducted by the college were also in mix mode. All the communication of account with banks was also done in the form of e-governance. The Wi-Fi in the campus has made it easy to support e-governance system even in the premises of the institution.</p>

<p>Extension activities under NSS</p>	<p>In fact due to the corona pandemic situation and lock down in the country almost all the gatherings and related activities were almost obstructed. In spite of that the institution made all the efforts to encourage the students during this pandemic situation and tried to inculcate social sense among them. Various activities were conducted throughout the year like distribution of nutritional kits, programmes on drug abuse, illicit human trafficking. In the same way with the sole purpose to serve the society and especially the poor community for saving themselves from the pandemic situation, the NSS department of the institution conducted Mask and Sanitizers Distribution Drive in the slum area near the institution of masks and the bottles of sanitizers were distributed among the slum dwellers. Mahatma Gandhi National council of research (1/7/21)</p>
<p>Annual magazine to be prepared</p>	<p>Annual magazine Aradhana was published</p>
<p>Awareness programmes on covid 19 to be undertaken</p>	<p>Various programmes and activities were taken to create awareness amongst the students and masses, the reports were made, and the links were stored, and feedback forms were filled of the participants.</p>
<p>Online essay and poetry competition to be taken</p>	<p>Online essay and poetry competition was organized</p>
<p>Certificate courses to be undertaken</p>	<p>30 hours online Personality development programme was</p>

	undertaken for the college students under the collaborative activity.
Gender sensitization programmes to be taken	In order to sensitize the students and create awareness gender sensitization programmes were undertaken under collaborative activity.
Online Examinations to be conducted by the college.	Examination committee was formed, and further process carried out according to the directions given by the University.
Online lecture series of Bcom Sem II to be undertaken under cluster initiative.	It was conducted from 5/05/ 21 to 21/05/21
Promotion of the state language marathi.language marathi	In order to promote marathi language several efforts were taken and Marathi samwardhan pandharwada was celebrated to make the students aware of the rich language.
Online Marathi lecture series of marathi Sem II to be taken in cluster initiative.	Online lecture series of Compulsory marathi sem II was undertaken from 11/06/21 to 23/06/21.
To implement effective online feedback mechanism for improvement in overall functioning of the institution.	The IQAC of the institution is well aware of the importance of feedback mechanisms in order to bring improvement in all aspects of its functioning. The feedback from the different stakeholders such as the students, the Alumni, parents, the employers and the teachers is taken on the curriculum and also on the overall functioning of the institution for the purpose of getting knowledge for implementing the strategic planning of quality improvement. The feedback is taken in online

and offline mode and its due analysis is done by the Feedback Committee constituted under the IQAC. The analysis of the feedback is also kept in the meeting of the College Development Committee, and it is discussed even in the meetings of the IQAC. The action is taken as per the review and analysis of the feedback taken. The action Taken Reports duly signed is uploaded on the website of the institution also. The institution has brought a lot of improvement in its functioning especially in overcoming the issues of the students and effective implementation of the teaching learning and evaluation process of the institution by using this mechanism of feedback in an effective way

Research activities to be streamlined.

The faculties were motivated to include their articles in ugc listed journals.

Programmes highlighting the importance of books to be undertaken

Book review competition was arranged on 19th June and a webinar on "A Room without books is body without Soul'was arranged to signify the significance of books in one's life.

To make the grievance redressal mechanism more robust and result oriente

During this year the physical attendance of the students was affected due to the pandemic situation and hence the institution took every care for the redressal of the grievances of the students by using its Whats App platform. In fact the institution forms the Whats app groups of every class. Most of the grievances of the students

were regarding their admission process, payment of examination fees and also with respect to the online mode of the examination. These issues were very effectively redressed by the institution by way of special attention paid to them and resolving them on priority basis. The Principal had also instructed the students to share their issues with her and also the students were given the mobile number of the principal to share their issues and to resolve them in time so that they should not be in loss. The institution has very effective Students' Mentoring Mechanism which takes utmost care of the issues of the students. The students consult their mentors for all kinds of problems they faced and they get due help from their mentors. This mentoring system is very effective that also help the students to resolve their grievances.

Importance of Yoga and physical exercise to be stressed.

Webinar on significance of yoga and live demonstration was conducted on 22/06/21

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITTEE	16/06/2020

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	01/03/2022

15. Multidisciplinary / interdisciplinary

The college has two faculties' arts and Commerce. Students can choose to study in any one of the faculties depending on the marks scored, their areas of interest. However, no interdisciplinary courses are offered in our institution because the governing University does not provide for it. Faculty members were encouraged to analyze the NEP 2020 with the aim to learn from and provide superior education that will contribute to nation building through advancement of the students with flexible curriculum, skill building subjects, integration of vocational education, As our institution is an affiliated college, the course structure and the content for academic teaching-learning is designed by the affiliating university as per the UGC guidelines. Our parent university is also working on the successful implementation of vocational, interdisciplinary, and multidisciplinary education which will certainly facilitate our students to be more competent and employable. Our college has always strived to provide the working class as well the students who come from below average income households with quality education and is committed to do so in future.

16. Academic bank of credits (ABC):

ABC- Our college is affiliated with the Rashtrasant Tukdoji Maharaj Nagpur University. The institution follows the curriculum stipulated by the University. The current Choice based credit system (CBCS) does not have the flexibility to permit the learners to avail themselves of multiple entries and exits during the chosen programme and hence the College is not registered under Academic Bank of Credits. The institution will register the students next year under the academic bank of credit.

17. Skill development:

Skill development has become an important factor as only an official graduation degree is not enough The students are to be empowered for future with multiple skills other than their domain of knowledge. The government through its various initiatives encourages the higher education Institutes to inculcate skills in students which will be beneficial for their livelihood The college through its initiatives like IMRINT and Aakashaa organizes workshops and programmes to hone the skills of the students.

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

Our ancient knowledge system is the best one in the world. It is very important for the students to know other languages and culture and so the college will impart education in other languages too. Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc,) into the curriculum using both offline and online courses.

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

Studying arts and commerce helps the student to develop the power of analysis and expressions. Students get to study a wide variety of subjects like history, sociology, political economics etc. It opens a wide variety of career options. It prepares them for future jobs that require good communications skills, logical reasoning, and analytical ability. The arts programme is expected to result in the following student learning outcome. An ability to apply knowledge participate and contribute in multidisciplinary work, use the learning skill in modern and recent years. Studying subjects in commerce helps to create for the students an avenue for employment in various other fields like management, accounting, exposure to modern technology in the field of banking is given innumerable options and opportunities are opened. The programme also prepares them to become entrepreneurs. A student has the advantage of entering a career in academics, research and other professional areas of commerce. The students are encouraged to see how all the skills and education gained in the college can be easily used in the online mode where they can reach out to a wide variety of audience by showcasing their talents through You tubes, Facebook, Instagram. Twitter, Blogs etc.

20.Distance education/online education:

The year 2021-22 continued the lockdown protocols of previous year which limited the physical teaching capacities of the institution. The shift to online mode of teaching-learning due to the COVID-19 pandemic was handled by the institution efficiently. The college continued regular classroom teaching through online modes and study material was also provided to the students through this mode. The teachers adapted to online mode of teaching throughout the pandemic. Due to the restrictions imposed by the lockdown guidelines physical capabilities were very limited for the teachers. This led to them conducting classes in a limited capacity. Our college took the

initiative as a positive response and conducted subject-wise lecture series, webinars and various activities for the students. The college took the lead in online activities and thereby will continue the practice in future as per the NEP guidelines.

Extended Profile

1.Programme

1.1	12
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	102
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	102
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	30
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	02
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Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	13	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	07	
Total number of Classrooms and Seminar halls		
4.2	169423.42	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	05	
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

- The Institute is affiliated to the Rashtrasant Tukdoji maharaj nagpur University, nagpur and hence follows thw curriculum prescribed by the University. The University provides the Academic calendar well in advance mentioning the date of commencement of each semester, tentative schedule of examinations which college follows strictly.The institution has an effective mechanism for curriculum delivery through a well-planned and documented process. The IQAC had taken the initiative of finalizing the planning of teaching, learning and evaluation process well in advance at the beginning of the session based on institutional Academic Calendar and calendar of affiliating university. Keeping in view the Corona pandemic situation in the country and the order to conduct online

teaching, learning and evaluation process, the institution conducted it very effectively by using Google-meet as per the timetable. The Principal and the IQAC monitored the entire process from time to time and the students were provided study material through the What's App groups. The students shared the syllabus, pattern of question paper and examination pattern through watts app groups. The links for online class in each subject were shared with the students and they used to join on the link as per the time table of the college.

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)

At the commencement of each academic year an Academic Annual teaching plan is made by respective Teachers and adhered. To retrieve the desired outcome, month wise plan of teaching is followed strictly and entire academic venture was carried out in online mode. Lectures of renowned personalities in the respective subjects were made on You Tube and shared the links to the students in their WhatsApp groups

All departments conducted four Unit Tests in the session and the teaching plans as well as the plans of evaluation were approved by the IQAC. This year due to pandemic situation the continuous internal evaluation was done by using online mode. The students were informed of the schedule of CIE through watts app groups. The students were given question papers on watts app groups, and they used to share their answer papers on the personal watt's app of the teachers. The teacher would find slow learners and the advanced learners based on the internal evaluation and would provide proper guidance. The Principal took constant review of the examination-based activities and also of the completion of syllabus in the regular staff meetings. The IQAC and the Principal paid special attention to the timely completion of curriculum.

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

1.1.3 - Teachers of the Institution participate in C. Any 2 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	No File Uploaded
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

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

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)

01

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

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

60

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

00

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

1.3 - Curriculum Enrichment

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

Ethical and moral values are imparted in curriculum of Arts and commerce as it deals with human values and professional ethics. The compulsory environmental science subject sensitizes students about environmental awareness. The college has demonstrated a strong commitment to professional ethics, instilling values of integrity, honesty, and accountability among its students, staff. The institution encourages students to exhibit fairness, respect, and responsible conduct throughout their educational journey and prepares students to become morally upright professionals in their chosen fields.

Gender equality is another area where the college excels. The institution promotes gender sensitization through webinars and NSS

awareness campaigns. Additionally, college has implemented measures to address and prevent gender-based discrimination and harassment, fostering culture of respect and gender equity. Felicitation of girl students on various occasions serve the purpose.

The college strongly emphasizes human values, aiming to shape well-rounded individuals who contribute positively to society. Value-based education in curriculum imparts qualities like compassion, empathy, and social responsibility. The institution encourages students to engage in community service activities, promoting sense of citizenship, active participation in societal development.

By instilling these principles in its students, the college prepares them to become ethical professionals, advocates for gender equality, and responsible citizens who contribute meaningfully to society.

File Description	Documents
Any additional information	View File
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

00

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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

B. Any 3 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)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://manoharraokamdi.edu.in/AOAR/2020-21/1.4.2-Overall-Feedback.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

720

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

102

File Description	Documents
Any additional information	No File Uploaded
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 teachers, as per the guidelines of the IQAC of the institution conducted unit tests and the unit wise tests on the taught portion. After the very first evaluation, teacher assesses the learning levels of the students and pinpoints the slow and the advanced learners. Since, the teaching learning process was in online mode and students' faced problems in joining classes, the assessment could not be done for all students. However, the teachers tried to find out the slow and advanced learners amongst the students joining online and tried to pay special attention to them by providing them extra study material on watts app groups. They were given freedom even by the principal of the college to share their academic difficulties with her so that she could pay attention to them and help them solve difficulties. The teachers who are mostly contributory teachers did their level best and planned guest lectures, organized online lecture series for the revision of the syllabus and for better preparation of the examination and also the faculty exchange program was also organized for the slow and

advanced learners. The library resources were also provided to them as per their need from time to time.

File Description	Documents
Link for additional Information	https://manoharraokamdi.edu.in/AOAR/2020-21/2.2.1-Slow-and-advanced-learners.pdf
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
102	02

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

In order to make the teaching learning process more students' centric, the ICT based methodologies were adopted by the teachers that helped boost the interest of the students. Though the classes were taken online but the extensive use of participative learning and problem-solving methodologies for effective teaching-learning process was used that helped to develop a mutual relationship between the teachers and students and teaching- learning becomes more enjoyable for them. To make the teaching learning process more students' centric, the ICT based methodologies were adopted by the teachers that helped boost the interest of the students. Though the classes were taken online but the extensive use of participative learning and problem-solving methodologies for effective teaching-learning process was used that helped to develop a mutual relationship between the teachers and students and teaching-learning becomes more enjoyable for them. Since the collaborative activities were launched students found it interesting to learn from other teachers of various colleges which broke the monotony. The students also enjoyed the registration process in google forms and were curious to fill the feedback form giving them the edge of participative feeling in the teaching learning process.

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

During the entire session 2020-2021 due to the lock down in the entire nation, the complete teaching learning process was using the ICT enabled tools. The following steps were taken for ICT enabled effective teaching learning process: IQAC had already informed the teachers about the google meet platform for effective implementation of ICT enabled teaching-learning process. The links to join the classes for different classes were generated and they were shared with the students on their watt's app groups. For those students who foundit difficult to join the classes the teachers used to share the study material and audio lectures. The you tube links were shared with students who found it quite convenient to access the institute's you tube channel for their academic needs.It served as valuable supplements as students could revisit topics taught and discuss.The study material was also supplied to them in all the subjects. Even the video lectures used to be recorded by the faculty members and the links of each lecture used to be shared as per the demand of the students in case they missed the lecture. The virtual lecture series was organized as cluster activity to give revision on the entire syllabus.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://youtube.com/@ushasakure8332

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

08

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

02

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	No File Uploaded

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

02

File Description	Documents
Any additional information	No File Uploaded
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

44

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 Examination committee of the college monitors the overall performance of the students through a mechanized pattern to facilitate the students' performance in the Examination. Two unit test and one term exams are conducted regularly in each session prior to the University Examination. The term exam is strictly based on the University exam pattern so that the students get a thorough practice and confidence to take on the final examinations. These papers are duly evaluated by the respective teachers and the results are declared and submitted to the Examination in charge. The weightage for the unit tests varies as per the concerned faculty. Intensive coaching is also given to the students so that they can solve their difficulties on time. During the current year the teaching mode was online. The University formulated multiple choice questions and the teachers followed the methodology to facilitate the students in those terms. Personal guidance was given to the poor performing students after their assessment. The Internal assessment has created interest among the students to take active participation in various co curricular activities for their overall personality development.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

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

The IQAC took all the efforts in making the internal assessment more

robust, transparent and time bound in terms of frequency and variety throughout the session as under: .

The schedule of internal assessment was part of the academic calendar of each department planned. As the evaluation process was also in online mode due to pandemic situation, all the teachers used a variety of methods for evaluation like Google forms, whats app, etc. It was mandatory for all the departments to follow the timeline as per the given schedule and provide the outcome of the evaluation. As an incentive to the preparation for examination, the question banks were provided from the teachers delivering virtual lecture in virtual lecture series. The students were also encouraged to go through the question answers shared by the other institutions and in the groups. The internal assessment was also done by giving the students assignments on which they are given 20 marks. So, transparency was maintained by way of evaluation assignments by the teachers and sending the marks obtained to the university. At the University level the students can put grievances by applying to the University.

File Description	Documents
Any additional information	No File Uploaded
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.

The institution runs two programs at UG level (B. A. & B. Com). The vision and Mission statements are already uploaded on the college website and at the other places of the college, in the corridors etc. The institution has already uploaded the Program outcomes and course outcomes on its website for all the courses running under each program. The teachers are aware of the program and course outcomes. Similarly, the students are given information of the program outcomes and course outcomes in their classes. Every teacher tells the students the importance of their respective subjects during classroom teaching. The teachers in political science, sociology, economics, and history convey the importance of their subjects in terms of pursuing PG or for preparation of competitive examination. Similarly, the language teacher in English also conveys

them the importance of command over English language for entering job sector. The institution conducts a soft skill programme for the students to enhance their communication skills. The commerce Teachers also makes the students understand the importance of their subject and the applicability of syllabus in banking sector, in industrial sector or in business or commerce sector.

File Description	Documents
Upload any additional information	No File Uploaded
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.

For the effective periodic evaluation of the attainment of the program and course outcomes, the different academic, co-curricular and extra-curricular activities are conducted throughout the year. The performance and Participation of the students determines the level of attainment of the program and course outcomes, which shows a steady growth in terms of confidence. During this year the institution has conducted online courses in the form of curriculum enrichment program through which the progress of the students was evaluated in terms of attainments. The faculty members use various tools like class tests, university exams,, assignments etc for the evaluation of course outcomes. There is a separate committee to find the progression of pass out students to the higher education which helps to indicate the encouragement and confidence of the students with respect to the completion of the study of the respective course or the program. The observations of the committee are as under many students were placed in small companies and others have engaged themselves in self-employment.

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

29

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	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://manoharraokamdi.edu.in/AQAR/2020-21/2.7.1-STUDENT-SATISFACTION-SURVERY.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)

00

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

00

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

06

File Description	Documents
Report of the event	View File
Any additional information	View File
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

04

File Description	Documents
Any additional information	No File Uploaded
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

02

File Description	Documents
Any additional information	No File Uploaded
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

(NSS) is a popular youth-oriented program in India aimed at instilling the values of community service and social responsibility among college students. In the year 2020, when the world was grappling with the COVID-19 pandemic, NSS played a crucial role in organizing various activities to support communities and create awareness among students.

One of the significant initiatives undertaken by NSS during pandemic was tree plantation drives. Despite the challenges posed by the lockdown, NSS volunteers actively participated in planting trees to promote environmental sustainability and combat climate change. They recognized the importance of preserving nature and worked towards creating a greener and healthier future.

Another key activity was the cleanliness drive. Volunteers engaged in cleaning localities, public spaces, and educational institutions to ensure hygiene and sanitation.

Volunteers collected and distributed essential food items to economically vulnerable families, ensuring that no one went hungry during the challenging times.

Volunteers organized awareness campaigns, conducted online seminars and workshops, and disseminated information on preventive measures such as wearing masks and using sanitizers.

From tree plantation drives to cleanliness campaigns, food grain

distribution, and awareness programs, NSS played a significant role in supporting communities and creating a sense of social responsibility among the youth

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

04

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

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

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

05

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college does not have its own building and runs under the rent agreement. The college has an adequate number of airy, well-ventilated furnished classrooms. There are six classrooms, Library, Sports room, NSS room, Girls' Common room, administrative office, principal's Chamber, staff room, etc. The furniture in the classroom library is sufficient to meet the needs of the students...There are sufficient number of books and magazines with well aided internet connectivity. There are two computers in the library. Xerox facilities are also available for the students as and when required. The campus has Wi-Fi connection.

File Description	Documents
Upload any additional information	No File Uploaded
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 follows well; defined procedures and follows the same for the maintenance of physical, academic and support system as per the requirements and resources. The suggestions given by the governing body, various cells and the faculties are considered by the purchase committee and lead forward. The timetable committee plans for all requirements regarding classrooms, furniture, and

other equipment. The infrastructure and planning committee receives the infrastructure requirements from academic council members, cells, and committees at the end of the academic year. After thorough analysis, the requirements are proposed to the purchase committee for budget approval. The requirement is thoroughly analysed and later proposed to the management for budget allocation. The management decision remains final, and the required materials are thereby purchased, and the concerned bills are submitted to the head clerk of the Institute and the audit is done at the end of the year. The students seek admission to desired courses. The classrooms boards and furniture facilities are utilized regularly by the students. The maintenance in case of electrical fittings, repairs of fans, gardening etc is done with the efforts of the non-t and subsequent vouchers are submitted in the office as and when required.

File Description	Documents
Upload any additional information	No File Uploaded
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.

00

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)

169423.92

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

The college Library is not automated and a definite set of procedure is followed for issuing books to students and staff. A special register is kept and maintained by the CHB teacher specially appointed for it and the respective record is maintained thereby. The books are issued for a period of 7 days and they are returned to the college. The college also has a book bank scheme for the underprivileged students and a separate register is maintained by the staff. The books are issued and they can keep it for 6 months and return it safely without damage. A certain policy is maintained for the students. This is a special scheme for the benefit of the students but we do not have any automated.

File Description	Documents
Upload any additional information	No File Uploaded
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 E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

NIL

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

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

28

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

4.3 - IT Infrastructure

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

In todays competitive world it is very essential to include ICT in day today activities

ICT oriented and enabled capmpus is the need of the hour and hence the institute keeps on updating its ICT.

Fibre net is replaced by high speed internet. This year due to covid -19 the entire process of Teaching learnig was conducted in online mode, thereby the wi-fi facility was updated to bandwidth of internet connection 60 MBPS

Thus theentire campus is wi Fi enabled.

The watts app group of each subjects keep the students well informed of their studies.

Online feedback system and student satisfaction survey is effective.

Laptops and LCD projctors asr used to the maximum for students.

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

4.3.2 - Number of Computers

05

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

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)

169423.92

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.

There is an established system and procedure for maintaining and utilizing physical, academic and support facilities as under: .

For Laboratory: not applicable.

For Library: Since there is no librarian, the full-time teacher and the CHB teachers prepare a list of books required in their subjects and the list is approved by the Principal and the Governing Body in the CDC Meeting. This list is put forward to the publishers and the books are procured in due course of time.

For Sports: The college does not have sports teacher. The sports material required are purchased as per the requirement for the participation of students in games and sports and the principal gives approval.

For Computers: There are few computers and laptops in the institution which need maintenance from time to time. We call an agency that provides us services in this regard. The same is about the Printers as well as for anti-virus updating.

For Classrooms: The cleanliness responsibility of classrooms and campus has been distributed among the peons and a sweeper is appointed to keep the premises clean.

File Description	Documents
Upload any additional information	No File Uploaded
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

23

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://manoharraokamdi.edu.in/AQAR/2020-21/5.1.3-Capacity-Building.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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

B. Any 3 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

03

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

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

00

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.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	No File Uploaded

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)

Yes, the college has its own student council to monitor the various activities and progress of the students and is constituted as per the Directives of rashtrasant tukdoji maharaj, Nagpur university, Nagpur. The council consists of members as office bearers. 1) Principal of the College. ii) One senior teacher nominated by the Principal. iii) Programme officer of NSS.iv) One student from each class who has shown academic merit and engaged in full time studies in the college to be nominated by the Principal. v) One student representative from sports. Vi) One student representative from NSS.

Council activities-

1 the members of class representatives act to carry out the day today activities of the college.

2 The council plays a major role in organization of various competitions, awareness campaign, rallies, tree plantation drive, Swatch bharaat campaign, Statue cleanliness drive etc under the guidance of the teachers.

2It helps in organizing the major events of the college like yuva rang, sports events, skill development campaigns etc.

3It helps in publication of the annual magazine of the college.

5 Moreover, in all decision-making bodies the student representatives hold a good position and also participate in any decision making in the curricular and co-curricular activities.

4In IQAC the students' member plays a pivotal role.

5In Grievance cell, Anti-ragging cell all decisions are taken by the student Council and thus play a major role keeping their decisions in view

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

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

05

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

Due to corona this activity could not be done.

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

5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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

The college has a formally stated policy that is reflected in the Vision and Mission, of the college. It caters to the needs of the students from poor strat of the society. The trust is the apex body and works in coordination with the Principal in an amicable atmosphere to carry on the teaching learning process. The curricular and extra -curricular activities are designed to make the overall

development of the students through various activities and the committees are formed to look after them to achieve the stated mission, vision and objectives of the institution.

The college ensures Decentralized and participatory Governance. It emphasizes on the collaborative administration by incorporating all its stake holders. the principal is teh head of the Institute who implements the decision and policies of the Management with the help of teaching and nonteaching staffin shouldering various responsibilities and appoints them in various committees and cells of the college, which are planned and executed with adequate representations and involvement of the stakeholders.

Grievances of students are represented in appropriate committees and resolved through suitable measures. The transparent nature. the dynamic process of decision making and knowledge sharing, implementation of action enhances Governance of the College.

File Description	Documents
Paste link for additional information	NIL
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 Principal is the Head of the institution who takes lead role in decentralizing the work by forming various committees namely Staff council, College Development Committee, Purchase Committee, Advisory Committee, IQAC and other micro committees in tune with the governing body. The various Heads of the committees are provided full authority and autonomy to work according to competency and capability to achieve the goal of institution. The Principal regularly presides over the meetings with the heads of the various committees to appraise the process of decentralization in the college. The College promotes the culture of participative management. Participative management levels are Management, Principal, faculty, non-teaching staff and students. The College constitutes various committees for smooth functioning of day-to-day activities which comprise of members of different subjects and participation in decision making. Each level takes active part in the planning, implementation and policymaking of the College. The faculty is actively involved in planning and implementing of the academic calendar and teaching plan. The planning and organization

of co-curricular and extracurricular activities are done by faculty, non-teaching staff and student. The student Council formed as pr the University Directives takes the lead in organizing certain events and activities of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic and action plans are designed in such a manner that each process is regularly reviewed by a monitoring mechanism.

Yes, the college has a perspective plan for development focusing in the improvement in the quality of education in its infrastructural facilities, conducting more inter collegiate programs for the students, conducting NSS activities for the benefit of the students. The perspective plan is framed and later implemented accordingly. Quality improvement strategies are being adopted and the faculty members were trained and support in online teaching methodologies and utilizing technology platforms for remote learning and collaboration. For this the contributory teachers were trained in house by the two full time teachers who in turn learned it from the online MOOC course and underwent a vigorous two-week training programme. This resulted in the development of our own Youtube channel and ensured reliable internet connectivity which aided to conduct various programmes.

The college established clear communication channels to keep students informed about changes and updates regarding the transition to online learning. Regular virtual meetings, online forums, and dedicated support services were implemented to address any concerns or challenges faced by students during this transition. The watts app group created was effective information delivery.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

The trust is the apex body in the Institutional organizational structure. The overall supervision is done by the management for the smooth functioning. The Principal is the Head of the institution who takes lead role in decentralizing the work by forming various committees namely Staff council, College Development Committee, Purchase Committee, Advisory Committee, IQAC and other micro committees in tune with the governing body. The various Heads of the committees are provided full authority and autonomy to work according to competency and capability to achieve the goal of institution. The Principal regularly presides over the meetings with the heads of the various committees to appraise the process of decentralization in the college. The College promotes the culture of participative management. Participative management levels are Management, Principal, faculty, non-teaching staff and students. The College constitutes various committees for smooth functioning of day-to-day activities which comprise of members of different subjects and participation in decision making. Each level takes active part in the planning, implementation and policymaking of the College. The faculty is actively involved in planning and implementing of the academic calendar and teaching plan. The planning and organization of co-curricular and extracurricular activities are done by faculty, non-teaching staff and student.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in

A. All of the above

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

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

6.3 - Faculty Empowerment Strategies

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

There are several effective welfare measures that are implemented for both teaching and non-teaching staff in our educational institutions.

Health insurance: Providing health insurance coverage is a valuable welfare measure.

Provision of laptops to the faculty as they are CHB teachers.

Encourages teachers to become members of professional bodies.

Promotes the use of ICT in teaching learning process.

Providing opportunities for professional development, training programs, workshops, and conferences, help staff members to improve and enhance their skills and advance their careers.

Paid leave policies: paid leave policies are implemented which helps staff members to take time off, when necessary, without losing pay.

Duty leaves are provided to attend conferences and seminars.

Ensuring a safe and healthy work environment is a great welfare measure. The policies and procedures prevent harassment and discrimination.

Employee recognition programs are Implemented, which help to boost

employee morale and motivation and to show the appreciation of their hard work and dedication of staff members. Certificates are awarded to them which enhance their academic profile.They honored on being awarded Phd.

Overall, by implementing these welfare measures, our Institute creates a supportive and positive work environment that promotes the well-being of both teaching and non-teaching staff members.

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

00

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	No File Uploaded
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)	No File Uploaded

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

00

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

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

The college has constituted its own screening Committee to evaluate and ensure that information furnished by the faculty is appropriately captured. The performance is assessed annually to evaluate the performance as per established norms and to identify the potential aspects for improvement that can eventually lead to further progress and growth of the employee. The screening committee

is responsible for reviewing the performance and making recommendations regarding promotions and other forms of recognition. The salient features of appraisal system are as follows:

The performance of each faculty member is assessed according to the Annual self-assessment for performance-based appraisal system.

Promotions are based on PBAS proforma for UGC career advanced scheme that is based on the API score

The faculty members are informed well in advance of their due promotion.

The PBAS proforma filled are checked and verified by Screening Committee. Faculty members whose promotion are due are recommended based on their API score are required to appear before the screening committee prior to the selection committee of the University. The Annual Assessment Report is sought from teaching and non-teaching staff, and they are evaluated and consolidated report is prepared by the Principal, and they are considered for teaching and non-teaching staff.

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 college is Government aided, privately managed. The college head clerk, supervises and ensure that all financial transactions are done after due care as per rules. Internal Audit: The college has a systematic mechanism of internal audit for all the financial activities which take place from time to time. After getting the requirements from different corners and subsequent approval of the principal by providing the Note sheet which is duly approved by the Director of the Institute.

The Head Clerk along with a faculty purchases the items as per laid down procedure and rules. The principal keeps a strict vigil on the purchase system to make the system more robust and transparent, the

bills are perused by the Director, president, and governing body before final payments. The accountant of the college maintains all the financial records. All the vouchers and bills are duly audited by a team of qualified and well experienced Chartered Accountant. Institute maintains finance and accounts systematically. External audit is conducted after end of accounting period. Audit report and audited statements of accounts are discussed in College Development Committee and also submitted with Governing Council. Queries and suggestions are resolved satisfactorily.

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

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)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Resource mobilization policy and procedures are key factors in ensuring sustainability and growth of institution that are employed to achieve the objectives: The institute has reached the Alumni to raise funds. Shri Sanjay Balpande Ex Corporator and Alumnus of college has assured a sum of Rs 11000 in its first meeting. The institute follows an efficient financial management system and practices to optimize the utilization of Resources which includes budget plan, monitoring and controlling expenses by its audit system. This helps in allocating resources to those areas that need them the most and eliminates redundant programmes. The institute

follows the modern concept of digitalization of education and uses WhatsApp, Facebook, and other social media to keep the students abreast with the latest information. The college has its own YouTube channel maintained and run by its own faculty members thus cutting the budget to a minimum by non-utilization of extra agency who charges exorbitantly. This type of collaboration initiates eminent faculties of other colleges who are experts in their own chosen field, who do not charge their fees and thus helps in mobilization of funds and optimizes the utilization of Resources to achieve strategic objectives and ensure long time sustainability and growth.

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

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

Online teaching and Learning- The physical classes were suspended due to Covid 19 and virtual classes were the best solution to reach out to maximum students through the online mode. The college organized online courses in collaboration with other colleges to sharpen the learning skills of the students. The brochures and links were circulated to almost all the groups of other colleges under RTM, Nu so that maximum students be benefitted. Resource persons were invited from other colleges to render their guidance on the prescribed topics.

Marathi Bhasha pandharwada was organised to recognize the significance of our state language. 30 hours personality development classes strengthened the hold of soft skills of the students to make them independent and stride with confidence as they are the leaders of tomorrow. Online Shakespeare certificate course under MOU with Shakespeare society organized weeklong national certificate course for the student as collaborative activity. The YouTube channel of our college is brimming with many more such programmes on creating awareness on issues related to gender sensitization, duties, and rights of citizens etc. to mould the youth of today to make them ready as responsible citizens as is the mission of the institute.

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

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

Since Covid-19 pandemic as per the recommendations of the IQAC online classes were held. The review and monitoring were done by the IQAC. WhatsApp groups of all classes were created, and the schedule of online lectures was posted regularly. Teaching learning process was carried out through google meet as per the recommendations of the IQAC and approved by Principal. The live classes and the recorded videos of the same could be accessed by the students through the college's you tube platform. The teachers also shared subject related audio and videos for giving extra edge to the students. Online quiz and competitions were arranged to stimulate and keep them engaged in covid times. As the university adopted the online mode of examination question banks of multiple-choice questions were prepared by the subject teachers. Teaching was imparted through ICT, online tests and assignments were taken online through watts app. Notes, reference material, study material question banks and other sources of study were uploaded and reached to the students through online mode. Two online courses of English and Marathi based on prescribed syllabus of the University was started as a collaborative activity with other colleges.

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

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

C. Any 2 of the above

Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://manoharraokamdi.edu.in/AOAR/2020-21/6.5.3-Annual-Reports.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)	No File Uploaded

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

The college is determined to provide equal opportunities to all its employees and the students in matters related to Gender sensitivity, as the Institution offers co- education, discrimination on the basis of gender is not allowed in the campus. At the beginning of the session awareness is spread amongst the admitted students about showing egalitarian approach towards the fellow students, teachers, and employees. Prevention of sexual harassment is constituted in the institution, which organises various programmes from time to time on safety measures to be undertaken by the girl students. Special programmes are conducted during Women’s Day on March 8th every year. Two Webinars on gender sensitization is undertaken for the students to create awareness about gender equity. Prevention of Sexual Harassment Cell follows the guidelines of Maharashtra State Women Commission and UGC to prevent the incidents of harassment against girl students as well as women employees of the college. The ethical values and respect for every human being are inculcated among students. Facilities like Separate common room for girl students, and provides them security.counselling is done if any problem arises. The institute ensures a safe and secureatmosphere for the students asthe internal Complaint Committee monitors activities.

File Description	Documents
Annual gender sensitization action plan	Nil
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	https://manoharraokamdi.edu.in/AQAR/2020-21/7.1.1-Gender-Sensitization-Cell.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

D. Any 1 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

Since this is an Arts and Commerce college, no chemicals are used and hence no requirement is seen to dispose it off. As per the guidelines of Nagpur Municipal Corporation separate bins have been kept for wet and dry waste. The dust bins are kept at each corner where all the solid waste like paper food and other waste material are collected. The dry waste collected from classrooms, and offices are disposed of by handing over to the authorized agency of Nagpur Municipal Corporation. The campus is kept clean and the excess weeds are eradicated from time to time.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://manoharraokamdi.edu.in/AQAR/2020-21/7.1.3.pdf
Any other relevant information	No File Uploaded

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 C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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: B. Any 3 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 E. None of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

5.

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

The institution promotes the atmosphere of tolerance and harmony

towards various cultural, regional, linguistic, communal socioeconomic and other diversities and preference to students of diverse backgrounds is given at admissions. The rules and regulations of UGC, Government of Maharashtra and the university are followed while recruiting staff, especially the reservation seats earmarked and sanctioned by competent authority. The stress is given on maintaining healthy and discrimination free atmosphere in the campus of the institution. Friendly and compassionate approach is adopted by the faculty members towards students of different strata of the society. The institution does not tolerate any kind of discrimination in the campus. Message about nurturing principles of equality and fraternity is conveyed in the classes. The institution caters to the needs of students from socially and economically disadvantaged background of society. Different committees and cells in the institution organize programmes and activities to create an environment of tolerance and harmony among students, teachers and non-teaching staff coming from diverse background. The college celebrate all the cultural and National festivals to follow national values. The NSS holds Extension activities to inculcate the values and create sense of belonging to enable towards a holistic development of the students.

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

Human values encompass principles such as dignity equality, justice which guides the individual's behaviour and interactions. The institute takes varied efforts in this direction to sensitize the students on all these issues of ensuring their wellness and safeguarding societal harmony. National Days like Independence Day and Republic Day are celebrated in the institution with fervour and sense of patriotism. International Non-Violence Day is observed on Mahatma Gandhi Birth Anniversary on 30th January every year. The college celebrates Constitution Day on 26th November to make the students and all the employees of the organization aware about the basic principles and human rights enshrined in Indian Constitution. On this occasion collective reading of Preamble of the constitution is carried out. National Voter's Day is celebrated every year in the

institution. Through programmes the students are conveyed about their rights, duties, responsibilities as ideal citizens. Two webinars were conducted by department of Political science to highlight the significance of great leaders and their ideologies. Birth and death anniversaries of national heroes are hosted to pay homage to them. NSS unit conducts cleanliness drive to mark the Swatchh Bharat abhiyaan. This was conducted by visiting the religious shrines in the nearby areas and locality.

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

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

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The college imparts the feeling of patriotism in students and staff members by celebrating the national festivals like Independence Day and Republic Day, Women's Day, Teacher's Day every year. It involves

the unfurling of the National Flag. The college also organizes the events to commemorate the birth and death anniversaries of famous personalities like Mahatma Gandhi and others to familiarize the students with the contribution that these respective personalities have made in the process of nation building and paving the way for its present and future developments.

The college makes the students aware of great personalities and their significance. the institution celebrates these days of national importance to recall events or contribution of our leaders in building the nation. Thoughts of great Indian personalities are sowed into the young minds through programmes conducted on these days. Speakers bring out invaluable knowledge who are invited as guests to motivate faculty and students. Death anniversaries of great persons of national importance are marked by paying homage and recalling their contribution to the nation. To show the respect of women in the society, college celebrates Women's Day on 8th March.

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

7.2 - Best Practices

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

1. Title -- Community Development programmes to combat Covid 19 effect.
2. Objectives The truest secret to success is the ability to embrace adversity as a chance to change ourselves s and our situation.
3. The Context- covid 19 restrictions implemented in the state where the major challenges despite the students outreached the masses and contributed their own bit.
4. Practice- was unique as it made people unaware during the covid times
5. Evidence of Success- The practice was successful it created awareness in the masses about the issues used preventive measures to combat it.
6. Problems Encountered The people followed social distancing

which was the major concern.

Title - IMPRINT Soft skill

Objectives To let the students develop confidence.

The Context- to acquire various skill sets for collaborative endeavour.

Practice- aims to equip students with essential skills that progresses gradually each year, ensuring students acquire a wide range of skills

Evidence of Success- Soft skills play a crucial role in today's dynamic interconnected world and the students developed the confidence to interact and develop qualities to stand in the global world.

Problems Encountered - It's a hard task to continue the course with varied topics and eminent resource persons.

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

In line with its priority and thrust, the college has embraced an adapted online mode of learning. By recognizing the evolving needs of students and the demands of the modern world, college has demonstrated its commitment to the underprivileged students of the society the learning environment.

The iqac of the college has taken several initiatives for the students in the year 20-21 for academic and societal wellbeing of the students. Online lecture series. Quiz, Essay competitions and several awareness programmes were undertaken for the benefit of students. Two national level webinars were conducted by the Dept of English. Some webinars on social, educational, and psychological challenges were undertaken in online mode to help the students come out of the distress of the deadly pandemic.

Through the implementation of the adapted online mode of learning, the college has effectively harnessed the use of online based learning to enhance the educational experience. This approach has allowed students to access education from anywhere, breaking down barriers of distance and time. The college has its own You tube channel, to ensure a seamless transition to online learning.

Faculty members have worked hard to deliver effective virtual instruction, employing a variety of engaging teaching strategies.

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

1. The Institute is affiliated to the Rashtrasant Tukdoji maharaj nagpur University, nagpur and hence follows thw curriculum prescribed by the University. The University provides the Academic calendar well in advance mentioning the date of commencement of each semester, tentative schedule of examinations which college follows strictly. The institution has an effective mechanism for curriculum delivery through a well-planned and documented process. The IQAC had taken the initiative of finalizing the planning of teaching, learning and evaluation process well in advance at the beginning of the session based on institutional Academic Calendar and calendar of affiliating university. Keeping in view the Corona pandemic situation in the country and the order to conduct online teaching, learning and evaluation process, the institution conducted it very effectively by using Google-meet as per the timetable. The Principal and the IQAC monitored the entire process from time to time and the students were provided study material through the What's App groups. The students shared the syllabus, pattern of question paper and examination pattern through watts app groups. The links for online class in each subject were shared with the students and they used to join on the link as per the time table of the college.

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)

At the commencement of each academic year an Academic Annual teaching plan is made by respective Teachers and adhered. To retrieve the desired outcome, month wise plan of teaching is followed strictly and entire academic venture was carried out in

online mode. Lectures of renowned personalities in the respective subjects were made on You Tube and shared the links to the students in their WhatsApp groups

All departments conducted four Unit Tests in the session and the teaching plans as well as the plans of evaluation were approved by the IQAC. This year due to pandemic situation the continuous internal evaluation was done by using online mode. The students were informed of the schedule of CIE through WhatsApp groups. The students were given question papers on WhatsApp groups, and they used to share their answer papers on the personal WhatsApp app of the teachers. The teacher would find slow learners and the advanced learners based on the internal evaluation and would provide proper guidance. The Principal took constant review of the examination-based activities and also of the completion of syllabus in the regular staff meetings. The IQAC and the Principal paid special attention to the timely completion of curriculum.

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

C. Any 2 of the above

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

00

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

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)

01

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

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

60

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

00

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

1.3 - Curriculum Enrichment

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

Ethical and moral values are imparted in curriculum of Arts and commerce as it deals with human values and professional ethics. The compulsory environmental science subject sensitizes students about environmental awareness. The college has demonstrated a strong commitment to professional ethics, instilling values of integrity, honesty, and accountability among its students, staff. The institution encourages students to exhibit fairness, respect, and responsible conduct throughout their educational journey and prepares students to become morally upright professionals in their chosen fields.

Gender equality is another area where the college excels. The institution promotes gender sensitization through webinars and NSS awareness campaigns. Additionally, college has implemented measures to address and prevent gender-based discrimination and harassment, fostering culture of respect and gender equity. Felicitation of girl students on various occasions serve the purpose.

The college strongly emphasizes human values, aiming to shape well-rounded individuals who contribute positively to society. Value-based education in curriculum imparts qualities like compassion, empathy, and social responsibility. The institution encourages students to engage in community service activities, promoting sense of citizenship, active participation in societal development.

By instilling these principles in its students, the college prepares them to become ethical professionals, advocates for gender equality, and responsible citizens who contribute meaningfully to society.

File Description	Documents
Any additional information	View File
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

00

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://manoharraokamdi.edu.in/AQAR/2020-21/1.4.2-Overall-Feedback.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

720

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

102

File Description	Documents
Any additional information	No File Uploaded
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 teachers, as per the guidelines of the IQAC of the institution conducted unit tests and the unit wise tests on the taught portion. After the very first evaluation, teacher assesses the learning levels of the students and pinpoints the slow and the advanced learners. Since, the teaching learning process was in online mode and students' faced problems in joining classes, the assessment could not be done for all students. However, the teachers tried to find out the slow and advanced learners amongst the students joining online and tried to pay special attention to them by providing them extra study material on watts app groups. They were given freedom even by the principal of the college to share their academic difficulties with her so that she could pay attention to them and help them solve difficulties. The teachers who are mostly contributory teachers did their level best and planned guest lectures, organized online lecture series for the revision of the syllabus and for better preparation of the examination and also the faculty exchange program was also organized for the slow and advanced learners. The library resources were also provided to them as per their need from time to time.

File Description	Documents
Link for additional Information	https://manoharraokamdi.edu.in/AQAR/2020-21/2.2.1-Slow-and-advanced-learners.pdf
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
102	02

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

In order to make the teaching learning process more students' centric, the ICT based methodologies were adopted by the teachers that helped boost the interest of the students. Though the classes were taken online but the extensive use of participative learning and problem-solving methodologies for effective teaching-learning process was used that helped to develop a mutual relationship between the teachers and students and teaching-learning becomes more enjoyable for them. To make the teaching learning process more students' centric, the ICT based methodologies were adopted by the teachers that helped boost the interest of the students. Though the classes were taken online but the extensive use of participative learning and problem-solving methodologies for effective teaching-learning process was used that helped to develop a mutual relationship between the teachers and students and teaching-learning becomes more enjoyable for them. Since the collaborative activities are launched students found it interesting to learn from other teachers of various colleges which broke the monotony. The students also enjoyed the registration process in google forms and were curious to fill the feedback form giving them the edge of participative feeling in the teaching learning process.

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

During the entire session 2020-2021 due to the lock down in the entire nation, the complete teaching learning process was using the ICT enabled tools. The following steps were taken for ICT enabled effective teaching learning process: IQAC had already informed the teachers about the google meet platform for effective implementation of ICT enabled teaching-learning process. The links to join the classes for different classes were generated and they were shared with the students on their watt's app groups. For those students who found it difficult to join the classes the teachers used to share the study material and audio lectures. The you tube links were shared with students who found it quite convenient to access the institute's you tube channel for their academic needs. It served as valuable supplements as students could revisit topics taught and discuss. The study material was also supplied to them in all the subjects. Even the video lectures used to be recorded by the faculty members and the links of each lecture used to be shared as per the demand of the students in case they missed the lecture. The virtual lecture series was organized as cluster activity to give revision on the entire syllabus.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://youtube.com/@ushasakure8332

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

08

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

02

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	No File Uploaded

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

02

File Description	Documents
Any additional information	No File Uploaded
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

44

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 Examination committee of the college monitors the overall performance of the students through a mechanized pattern to facilitate the students' performance in the Examination. Two unit test and one term exams are conducted regularly in each session prior to the University Examination. The term exam is strictly based on the University exam pattern so that the students get a thorough practice and confidence to take on the final examinations. These papers are duly evaluated by the respective teachers and the results are declared and submitted to the Examination in charge. The weightage for the unit tests varies as per the concerned faculty. Intensive coaching is also given to the students so that they can solve their difficulties on time. During the current year the teaching mode was online. The University formulated multiple choice questions and the teachers followed the methodology to facilitate the students in those terms. Personal guidance was given to the poor performing students after their assessment. The Internal assessment has created interest among the students to take active participation in various co curricular activities for their overall personality development.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

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

The IQAC took all the efforts in making the internal assessment more robust, transparent and time bound in terms of frequency and variety throughout the session as under: .

The schedule of internal assessment was part of the academic calendar of each department planned. As the evaluation process was also in online mode due to pandemic situation, all the teachers used a variety of methods for evaluation like Google forms, whats app, etc. It was mandatory for all the departments to follow the timeline as per the given schedule and provide the outcome of the evaluation. As an incentive to the preparation for examination, the question banks were provided from the teachers delivering virtual lecture in virtual lecture series. The students were also encouraged to go through the question answers shared by the other institutions and in the groups. The internal assessment was also done by giving the students assignments on which they are given 20 marks. So, transparency was maintained by way of evaluation assignments by the teachers and sending the marks obtained to the university. At the University level the students can put grievances by applying to the University.

File Description	Documents
Any additional information	No File Uploaded
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.

The institution runs two programs at UG level (B. A. & B. Com). The vision and Mission statements are already uploaded on the college website and at the other places of the college, in the corridors etc. The institution has already uploaded the Program outcomes and course outcomes on its website for all the courses running under each program. The teachers are aware of the program and course outcomes. Similarly, the students are given information of the program outcomes and course outcomes in their classes. Every teacher tells the students the importance of their respective subjects during classroom teaching. The teachers in political science, sociology, economics, and history convey the importance of their subjects in terms of pursuing PG or for

preparation of competitive examination. Similarly, the language teacher in English also conveys them the importance of command over English language for entering job sector. The institution conducts a soft skill programme for the students to enhance their communication skills. The commerce Teachers also makes the students understand the importance of their subject and the applicability of syllabus in banking sector, in industrial sector or in business or commerce sector.

File Description	Documents
Upload any additional information	No File Uploaded
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.

For the effective periodic evaluation of the attainment of the program and course outcomes, the different academic, co-curricular and extra-curricular activities are conducted throughout the year. The performance and Participation of the students determines the level of attainment of the program and course outcomes, which shows a steady growth in terms of confidence. During this year the institution has conducted online courses in the form of curriculum enrichment program through which the progress of the students was evaluated in terms of attainments. The faculty members use various tools like class tests, university exams,, assignments etc for the evaluation of course outcomes. There is a separate committee to find the progression of pass out students to the higher education which helps to indicate the encouragement and confidence of the students with respect to the completion of the study of the respective course or the program. The observations of the committee are as under many students were placed in small companies and others have engaged themselves in self-employment.

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

29

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	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://manoharraokamdi.edu.in/AOAR/2020-21/2.7.1-STUDENT-SATISFACTION-SURVERY.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)

00

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

00

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

06

File Description	Documents
Report of the event	View File
Any additional information	View File
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

04

File Description	Documents
Any additional information	No File Uploaded
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

02

File Description	Documents
Any additional information	No File Uploaded
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

(NSS) is a popular youth-oriented program in India aimed at instilling the values of community service and social responsibility among college students. In the year 2020, when the world was grappling with the COVID-19 pandemic, NSS played a crucial role in organizing various activities to support communities and create awareness among students.

One of the significant initiatives undertaken by NSS during pandemic was tree plantation drives. Despite the challenges posed by the lockdown, NSS volunteers actively participated in planting trees to promote environmental sustainability and combat climate change. They recognized the importance of preserving nature and

worked towards creating a greener and healthier future.

Another key activity was the cleanliness drive. Volunteers engaged in cleaning localities, public spaces, and educational institutions to ensure hygiene and sanitation.

Volunteers collected and distributed essential food items to economically vulnerable families, ensuring that no one went hungry during the challenging times.

Volunteers organized awareness campaigns, conducted online seminars and workshops, and disseminated information on preventive measures such as wearing masks and using sanitizers.

From tree plantation drives to cleanliness campaigns, food grain distribution, and awareness programs, NSS played a significant role in supporting communities and creating a sense of social responsibility among the youth

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

04

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

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

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

05

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college does not have its own building and runs under the rent agreement. The college has an adequate number of airy, well-ventilated furnished classrooms. There are six classrooms, Library, Sports room, NSS room, Girls' Common room, administrative office, principal's Chamber, staff room, etc. The furniture in the classroom library is sufficient to meet the needs of the students...There are sufficient number of books and magazines with well aided internet connectivity. There are two computers in the library. Xerox facilities are also available for the students as and when required. The campus has Wi-Fi connection.

File Description	Documents
Upload any additional information	No File Uploaded
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 follows well; defined procedures and follows the same for the maintenance of physical, academic and support system as per the requirements and resources. The suggestions given by the governing body, various cells and the faculties are considered by the purchase committee and lead forward. The timetable committee plans for all requirements regarding classrooms, furniture, and other equipment. The infrastructure and planning committee receives the infrastructure requirements from academic council members, cells, and committees at the end of the academic year. After thorough analysis, the requirements are proposed to the purchase committee for budget approval. The requirement is thoroughly analysed and later proposed to the management for budget allocation. The management decision remains final, and the required materials are thereby purchased, and the concerned bills are submitted to the head clerk of the Institute and the audit is done at the end of the year. The students seek admission to desired courses. The classrooms boards and furniture facilities are utilized regularly by the students. The maintenance in case of electrical fittings, repairs of fans, gardening etc is done with the efforts of the non-t and subsequent vouchers are submitted in the office as and when required.

File Description	Documents
Upload any additional information	No File Uploaded
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.

00

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)

169423.92

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

The college Library is not automated and a definite set of procedure is followed for issuing books to students and staff. A specila register is kept and maintained by the CHB teacher specially appointed for it and the respective record is maintained thereby. The books are issued for a period of 7 days and they are returned to the college. The college also has a book bank scheme for the underpriviledged students and a separeate register is maintained by the staff. The books are issued and a they can keep it for 6 months and return it safely without damage. a certain policy is maintainbed for the students. This is a special schme for the benefit of the students but we do not have any automated.

File Description	Documents
Upload any additional information	No File Uploaded
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	E. None of the above
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File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

NIL

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

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

28

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

4.3 - IT Infrastructure

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

In todays competitive world it is very essential to include ICT in day today activities

ICT oriented and enabled capmpus is the need of the hour and hence the institute keeps on updating its ICT.

Fibre net is replaced by high speed internet. This year due to covid -19 the entire process of Teaching learnig was conducted in online mode, thereby the wi-fi facility was updated to bandwidth of internet connection 60 MBPS

Thus theentire campus is wi Fi enabled.

The watts app group of each subjects keep the students well informed of their studies.

Online feedback system and student satisfaction survey is effective.

Laptops and LCD projctors asr used to the maximum for students.

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

4.3.2 - Number of Computers

05

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
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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)

169423.92

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.

There is an established system and procedure for maintaining and utilizing physical, academic and support facilities as under: .

For Laboratory: not applicable.

For Library: Since there is no librarian, the full-time teacher and the CHB teachers prepare a list of books required in their subjects and the list is approved by the Principal and the Governing Body in the CDC Meeting. This list is put forward to the publishers and the books are procured in due course of time.

For Sports: The college does not have sports teacher. The sports material required are purchased as per the requirement for the

participation of students in games and sports and the principal gives approval.

For Computers: There are few computers and laptops in the institution which need maintenance from time to time. We call an agency that provides us services in this regard. The same is about the Printers as well as for anti-virus updating.

For Classrooms: The cleanliness responsibility of classrooms and campus has been distributed among the peons and a sweeper is appointed to keep the premises clean.

File Description	Documents
Upload any additional information	No File Uploaded
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

23

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

00	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
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	B. 3 of the above
File Description	Documents
Link to institutional website	https://manoharraokamdi.edu.in/AQAR/2020-21/5.1.3-Capacity-Building.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	
00	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

<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>B. Any 3 of the above</p>
--	-------------------------------------

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

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

05

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

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

03

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

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

00

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.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	No File Uploaded

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)

Yes, the college has its own student council to monitor the various activities and progress of the students and is constituted as per the Directives of rashtrasant tukdoji maharaj, Nagpur university, Nagpur. The council consists of members as office bearers. 1) Principal of the College. ii) One senior teacher nominated by the Principal. iii) Programme officer of NSS.iv) One student from each class who has shown academic merit and engaged in full time studies in the college to be nominated by the Principal. v) One student representative from sports. Vi) One student representative from NSS.

Council activities-

1 the members of class representatives act to carry out the day today activities of the college.

2 The council plays a major role in organization of various competitions, awareness campaign, rallies, tree plantation drive, Swatch bharat campaign, Statue cleanliness drive etc under the guidance of the teachers.

2It helps in organizing the major events of the college like yuva rang, sports events, skill development campaigns etc.

3It helps in publication of the annual magazine of the college.

5 Moreover, in all decision-making bodies the student representatives hold a good position and also participate in any decision making in the curricular and co-curricular activities.

4In IQAC the students' member plays a pivotal role.

5In Grievance cell, Anti-ragging cell all decisions are taken by the student Council and thus play a major role keeping their decisions in view

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

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

05

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

Due to corona this activity could not be done.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

The college has a formally stated policy that is reflected in the Vision and Mission, of the college. It caters to the needs of the students from poor strat of the society. The trust is the apex body and works in coordination with the Principal in an amicable atmosphere to carry on the teaching learning process. The curricular and extra -curricular activities are designed to make the overall development of the students through various activities and the committees are formed to look after them to achieve the stated mission, vision and objectives of the institution.

The college ensures Decentralized and participatory Governance. It emphasizes on the collaborative administration by incorporating all its stake holders. the principal is teh head of the Institute who implements the decision and policies of the Management with the help of teaching and nonteaching staffin shouldering various responsibilities and appoints them in various committees and cells of the college, which are planned and executed with adequate representations and involvement of the stakeholders.

Grievances of students are represented in appropriate committees and resolved through suitable measures. The transparent nature. the dynamic process of decision making and knowledge sharing, implementation of action enhances Governance of the College.

File Description	Documents
Paste link for additional information	NIL
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 Principal is the Head of the institution who takes lead role in decentralizing the work by forming various committees namely Staff council, College Development Committee, Purchase Committee, Advisory Committee, IQAC and other micro committees in tune with the governing body. The various Heads of the committees are provided full authority and autonomy to work according to competency and capability to achieve the goal of institution. The Principal regularly presides over the meetings with the heads of the various committees to appraise the process of decentralization in the college. The College promotes the culture

of participative management. Participative management levels are Management, Principal, faculty, non-teaching staff and students. The College constitutes various committees for smooth functioning of day-to-day activities which comprise of members of different subjects and participation in decision making. Each level takes active part in the planning, implementation and policymaking of the College. The faculty is actively involved in planning and implementing of the academic calendar and teaching plan. The planning and organization of co-curricular and extracurricular activities are done by faculty, non-teaching staff and student. The student Council formed as pr the University Directives takes the lead in organizing certain events and activities of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic and action plans are designed in such a manner that each process is regularly reviewed by a monitoring mechanism.

Yes, the college has a perspective plan for development focusing in the improvement in the quality of education in its infrastructural facilities, conducting more inter collegiate programs for the students, conducting NSS activities for the benefit of the students. The perspective plan is framed and later implemented accordingly. Quality improvement strategies are being adopted and the faculty members were trained and support in online teaching methodologies and utilizing technology platforms for remote learning and collaboration. For this the contributory teachers were trained in house by the two full time teachers who in turn learned it from the online MOOC course and underwent a vigorous two-week training programme. This resulted in the development of our own Youtube channel and ensured reliable internet connectivity which aided to conduct various programmes.

The college established clear communication channels to keep students informed about changes and updates regarding the transition to online learning. Regular virtual meetings, online forums, and dedicated support services were implemented to

address any concerns or challenges faced by students during this transition. The watts app group created was effective information delivery.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

The trust is the apex body in the Institutional organizational structure. The overall supervision is done by the management for the smooth functioning. The Principal is the Head of the institution who takes lead role in decentralizing the work by forming various committees namely Staff council, College Development Committee, Purchase Committee, Advisory Committee, IQAC and other micro committees in tune with the governing body. The various Heads of the committees are provided full authority and autonomy to work according to competency and capability to achieve the goal of institution. The Principal regularly presides over the meetings with the heads of the various committees to appraise the process of decentralization in the college. The College promotes the culture of participative management. Participative management levels are Management, Principal, faculty, non-teaching staff and students. The College constitutes various committees for smooth functioning of day-to-day activities which comprise of members of different subjects and participation in decision making. Each level takes active part in the planning, implementation and policymaking of the College. The faculty is actively involved in planning and implementing of the academic calendar and teaching plan. The planning and organization of co-curricular and extracurricular activities are done by faculty, non-teaching staff and student.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	No File Uploaded

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)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

There are several effective welfare measures that are implemented for both teaching and non-teaching staff in our educational institutions.

Health insurance: Providing health insurance coverage is a valuable welfare measure.

Provision of laptops to the faculty as they are CHB teachers.

Encourages teachers to become members of professional bodies.

Promotes the use of ICT in teaching learning process.

Providing opportunities for professional development, training programs, workshops, and conferences, help staff members to improve and enhance their skills and advance their careers.

Paid leave policies: paid leave policies are implemented which helps staff members to take time off, when necessary, without losing pay.

Duty leaves are provided to attend conferences and seminars.

Ensuring a safe and healthy work environment is a great welfare measure. The policies and procedures prevent harassment and discrimination.

Employee recognition programs are Implemented, which help to boost employee morale and motivation and to show the appreciation of their hard work and dedication of staff members. Certificates are awarded to them which enhance their academic profile. They honored on being awarded Phd.

Overall, by implementing these welfare measures, our Institute creates a supportive and positive work environment that promotes the well-being of both teaching and non-teaching staff members.

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

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

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File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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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	No File Uploaded
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)	No File Uploaded

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

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

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

The college has constituted its own screening Committee to evaluate and ensure that information furnished by the faculty is appropriately captured. The performance is assessed annually to evaluate the performance as per established norms and to identify the potential aspects for improvement that can eventually lead to further progress and growth of the employee. The screening committee is responsible for reviewing the performance and making recommendations regarding promotions and other forms of recognition. The salient features of appraisal system are as follows:

The performance of each faculty member is assessed according to the Annual self-assessment for performance-based appraisal system.

Promotions are based on PBAS proforma for UGC career advanced scheme that is based on the API score

The faculty members are informed well in advance of their due promotion.

The PBAS proforma filled are checked and verified by Screening Committee. Faculty members whose promotion are due are recommended based on their API score are required to appear before the screening committee prior to the selection committee of the University. The Annual Assessment Report is sought from teaching and non-teaching staff, and they are evaluated and consolidated report is prepared by the Principal, and they are considered for teaching and non-teaching staff.

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 college is Government aided, privately managed. The college head clerk, supervises and ensure that all financial transactions are done after due care as per rules. Internal Audit: The college

has a systematic mechanism of internal audit for all the financial activities which take place from time to time. After getting the requirements from different corners and subsequent approval of the principal by providing the Note sheet which is duly approved by the Director of the Institute.

The Head Clerk along with a faculty purchases the items as per laid down procedure and rules. The principal keeps a strict vigil on the purchase system to make the system more robust and transparent, the bills are perused by the Director, president, and governing body before final payments. The accountant of the college maintains all the financial records. All the vouchers and bills are duly audited by a team of qualified and well experienced Chartered Accountant. Institute maintains finance and accounts systematically. External audit is conducted after end of accounting period. Audit report and audited statements of accounts are discussed in College Development Committee and also submitted with Governing Council. Queries and suggestions are resolved satisfactorily.

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

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)

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Resource mobilization policy and procedures are key factors in ensuring sustainability and growth of institution that are employed to achieve the objectives: The institute has reached the Alumni to raise funds. Shri Sanjay Balpande Ex Corporator and Alumnus of college has assured a sum of Rs 11000 in its first meeting. The institute follows an efficient financial management system and practices to optimize the utilization of Resources which includes budget plan, monitoring and controlling expenses by its audit system. This helps in allocating resources to those areas that need them the most and eliminates redundant programmes. The institute follows the modern concept of digitalization of education and uses wats app, Facebook, and other social media to keep the students abreast with the latest information. The college has its own You tube channel maintained and run by its own faculty members thus cutting the budget to a minimum by non-utilization of extra agency who charges exorbitantly. This type of collaboration initiates eminent faculties of other colleges who are experts in their own chosen field, who do not charge their fees and thus helps in mobilization of funds and optimizes the utilization of Resources to achieve strategic objectives and ensure long time sustainability and growth.

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

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

Online teaching and Learning- The physical classes were suspended due to Covid 19 and virtual classes were the best solution to reach out to maximum students through the online mode. The college organized online courses in collaboration with other colleges to sharpen the learning skills of the students. The brochures and links were circulated to almost all the groups of other colleges under RTM, Nu so that maximum students be benefitted. Resource persons were invited from other colleges to render their guidance on the prescribed topics.

Marathi Bhasha pandharwada was organised to recognize the

significance of our state language. 30 hours personality development classes strengthened the hold of soft skills of the students to make them independent and stride with confidence as they are the leaders of tomorrow. Online Shakespeare certificate course under MOU with Shakespeare society organized weeklong national certificate course for the student as collaborative activity. The you tube channel of our college is brimming with many more such programmes on creating awareness on issues related to gender sensitization, duties, and rights of citizens etc. to mould the youth of today to make them ready as responsible citizens as is the mission of the institute.

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

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

Since Covid-19 pandemic as per the recommendations of the IQAC online classes were held. The review and monitoring were done by the IQAC. WhatsApp groups of all classes were created, and the schedule of online lectures was posted regularly. Teaching learning process was carried out through google meet as per the recommendations of the IQAC and approved by Principal. The live classes and the recorded videos of the same could be accessed by the students through the college's you tube platform. The teachers also shared subject related audio and videos for giving extra edge to the students. Online quiz and competitions were arranged to stimulate and keep them engaged in covid times. As the university adopted the online mode of examination question banks of multiple-choice questions were prepared by the subject teachers. Teaching was imparted through ICT, online tests and assignments were taken online through watts app. Notes, reference material, study material question banks and other sources of study were uploaded and reached to the students through online mode. Two online courses of English and Marathi based on prescribed syllabus of the University was started as a collaborative activity with other colleges.

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

<p>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)</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	https://manoharraokamdi.edu.in/AQAR/2020-21/6.5.3-Annual-Reports.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)	No File Uploaded

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

The college is determined to provide equal opportunities to all its employees and the students in matters related to Gender sensitivity, as the Institution offers co- education, discrimination on the basis of gender is not allowed in the campus. At the beginning of the session awareness is spread amongst the admitted students about showing egalitarian approach towards the fellow students, teachers, and employees. Prevention of sexual harassment is constituted in the institution, which organises various programmes from time to time on safety measures

to be undertaken by the girl students. Special programmes are conducted during Women's Day on March 8th every year. Two Webinars on gender sensitization is undertaken for the students to create awareness about gender equity. Prevention of Sexual Harassment Cell follows the guidelines of Maharashtra State Women Commission and UGC to prevent the incidents of harassment against girl students as well as women employees of the college. The ethical values and respect for every human being are inculcated among students. Facilities like Separate common room for girl students, and provides them security.counselling is done if any problem arises. The institute ensures a safe and secureatmosphere for the students asthe internal Complaint Committee monitors activities.

File Description	Documents
Annual gender sensitization action plan	Nil
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	https://manoharraokamdi.edu.in/AQAR/2020-21/7.1.1-Gender-Sensitization-Cell.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

D. Any 1 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

Since this is an Arts and Commerce college, no chemicals are used and hence no requirement is seen to dispose it off. As per the guidelines of Nagpur Municipal Corporation separate bins have been kept for wet and dry waste. The dust bins are kept at each

corner where all the solid waste like paper food and other waste material are collected. The dry waste collected from classrooms, and offices are disposed of by handing over to the authorized agency of Nagpur Municipal Corporation. The campus is kept clean and the excess weeds are eradicated from time to time.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://manoharraokamdi.edu.in/AQAR/2020-21/7.1.3.pdf
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

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

E. None 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	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

The institution promotes the atmosphere of tolerance and harmony towards various cultural, regional, linguistic, communal socioeconomic and other diversities and preference to students of diverse backgrounds is given at admissions. The rules and regulations of UGC, Government of Maharashtra and the university are followed while recruiting staff, especially the reservation seats earmarked and sanctioned by competent authority. The stress is given on maintaining healthy and discrimination free atmosphere in the campus of the institution. Friendly and compassionate approach is adopted by the faculty members towards students of different strata of the society. The institution does not tolerate any kind of discrimination in the campus. Message about nurturing principles of equality and fraternity is conveyed in the classes. The institution caters to the needs of students from socially and economically disadvantaged background of society. Different committees and cells in the institution organize programmes and activities to create an environment of tolerance and harmony among students, teachers and non-teaching staff coming from diverse background. The college celebrate all the cultural and National festivals to follow national values. The NSS holds Extension activities to inculcate the values and create sense of belonging to enable towards a holistic development of the students.

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

Human values encompass principles such as dignity equality, justice which guides the individual's behaviour and interactions. The institute takes varied efforts in this direction to sensitize the students on all these issues of ensuring their wellness and safeguarding societal harmony. National Days like Independence Day and Republic Day are celebrated in the institution with fervour and sense of patriotism. International Non-Violence Day is observed on Mahatma Gandhi Birth Anniversary on 30th January every year. The college celebrates Constitution Day on 26th November to make the students and all the employees of the organization aware about the basic principles and human rights enshrined in Indian Constitution. On this occasion collective reading of Preamble of the constitution is carried out. National Voter's Day is celebrated every year in the institution. Through programmes the students are conveyed about their rights, duties, responsibilities as ideal citizens. Two webinars were conducted by department of Political science to highlight the significance of great leaders and their ideologies. Birth and death anniversaries of national heroes are hosted to pay homage to them. NSS unit conducts cleanliness drive to mark the Swatchh Bharat abhiyaan. This was conducted by visiting the religious shrines in the nearby areas and locality.

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

D. Any 1 of the above

**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**

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The college imparts the feeling of patriotism in students and staff members by celebrating the national festivals like Independence Day and Republic Day, Women's Day, Teacher's Day every year. It involves the unfurling of the National Flag. The college also organizes the events to commemorate the birth and death anniversaries of famous personalities like Mahatma Gandhi and others to familiarize the students with the contribution that these respective personalities have made in the process of nation building and paving the way for its present and future developments.

The college makes the students aware of great personalities and their significance. the institution celebrates these days of national importance to recall events or contribution of our leaders in building the nation. Thoughts of great Indian personalities are sowed into the young minds through programmes conducted on these days. Speakers bring out invaluable knowledge who are invited as guests to motivate faculty and students. Death anniversaries of great persons of national importance are marked by paying homage and recalling their contribution to the nation. To show the respect of women in the society, college celebrates Women's Day on 8th March.

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

7.2 - Best Practices

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

1. Title -- Community Development programmes to combat Covid 19 effect.
2. Objectives The truest secret to success is the ability to embrace adversity as a chance to change ourselves and our situation.
3. The Context- covid 19 restrictions implemented in the state where the major challenges despite the students outreached the masses and contributed their own bit.
4. Practice- was unique as it made people unaware during the covid times
5. Evidence of Success- The practice was successful it created awareness in the masses about the issues used preventive measures to combat it.
6. Problems Encountered The people followed social distancing which was the major concern.

Title - IMPRINT Soft skill

Objectives To let the students develop confidence.

The Context- to acquire various skill sets for collaborative endeavour.

Practice- aims to equip students with essential skills that progresses gradually each year, ensuring students acquire a wide range of skills

Evidence of Success- Soft skills play a crucial role in today's dynamic interconnected world and the students developed the confidence to interact and develop qualities to stand in the global world.

Problems Encountered - It's a hard task to continue the course with varied topics and eminent resource persons.

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

In line with its priority and thrust, the college has embraced an adapted online mode of learning. By recognizing the evolving needs of students and the demands of the modern world, college has demonstrated its commitment to the underprivileged students of the society the learning environment.

The iqac of the college has taken several initiatives for the students in the year 20-21 for academic and societal wellbeing of the students. Online lecture series. Quiz, Essay competitions and several awareness programmes were undertaken for the benefit of students. Two national level webinars were conducted by the Dept of English. Some webinars on social, educational, and psychological challenges were undertaken in online mode to help the students come out of the distress of the deadly pandemic.

Through the implementation of the adapted online mode of learning, the college has effectively harnessed the use of online based learning to enhance the educational experience. This approach has allowed students to access education from anywhere, breaking down barriers of distance and time. The college has its own You tube channel, to ensure a seamless transition to online learning.

Faculty members have worked hard to deliver effective virtual instruction, employing a variety of engaging teaching strategies.

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

7.3.2 - Plan of action for the next academic year

1 online mode of teaching in all subjects must be continued till the pandemic situation grows normal and directions are received from the concerned authorities.

2 More number of student oriented and student centric activities need to be organized.

3 The academic and other activities must be aimed towards the contribution of the society through Nss camps.

4 Career certificate Courses and Placement cell to be strengthened.

5 Marathi Bhasha Pandharwada to be organised.

6 Sports day to be celebrated.

7 Programmes on Seven decades of Independent India to be organised.

8 Personality Development Imprint to be continued with newer Topics.

9 Seminar on Intellectual property rights to be undertaken.

10 Feedback from all the stake holders to be strengthened and analysed.

11 Shakespeare certificate programme to be continued for the next session.

12 Awards and felicitation programmes to be organized to motivate the students.

13 plan study tours for the styudents.

14 To stregthen alumni association.