



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MANOHAR BHAI PATEL COLLEGE OF ARTS, COMMERCE AND SCIENCE SAKOLI
Name of the head of the Institution		H. R. Trivedi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07186-236949
Mobile no.		9423107710
Registered Email		mbpatelcollege@rediffmail.com
Alternate Email		trivedihares2@gmail.com
Address		Panchseel ward, Sakoli
City/Town		Sakoli
State/UT		Maharashtra
Pincode		441802

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr K. M. Borkar
Phone no/Alternate Phone no.	07186236140
Mobile no.	9423107710
Registered Email	mbpatelcollege@rediffmail.com
Alternate Email	khushalborkar@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://mbpcsakoli.org/download/aqar/AQAR-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://mbpcsakoli.org/download/iqac/Academic-plan-18-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	B	2.16	2019	09-Aug-2019	08-Aug-2024
2	B	2.19	2013	05-Jan-2013	04-Jan-2018
1	B+	76.80	2004	03-May-2004	02-May-2009

6. Date of Establishment of IQAC	04-Jul-2005
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7. Internal Quality Assurance System	
Quality initiatives by IQAC during the year for promoting quality culture	

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meetings of IQAC	29-Apr-2019 04	10
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Manoharbhai Patel College of Arts, Comm. & Science, Sakoli	Unnat Bharat Abhiyan	Govt of India	2018 2	50000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Academic and Extra curricular planning. Preparation of Self Study Report
Submission of Self Study Report Preparations for NAAC peer team visit
Conduction of Entrepreneurship development program
Conduction of workshop for teachers "A Teacher in You"
Monitoring and insertion of programs as per directives.

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

Plan of Action	Achivements/Outcomes
Addition of addon courses through Swayam	Promotion of addon courses done among the students.
'Saksham' the Enterpreneurship development program.	The Enterpreneurship development program conducted for UG & PG students of college.
Environment awareness among the students	Various Environment awareness program conducted for students through Nature Club.
Promotion of Research activity	Faculty of members are informed to focused on research. According the faculty members published papers on their research work
Continuation of up gradation and improvement in campus amenities & Infrastructure.	Campus development / improvement / maintenance program conducted.
Augmentation of ICT facilities for teaching learning and promotion of ICT facilities.	ICT facilities in college premises are encouraged.
Promotion of Digitalization and Cashless transactions.	For promotion of Digitalization and Cashless transactions, training programs conducted for students.
Improvement in progression of students.	Student are encouraged to pursue higher education.
To carry extension & outreach programs	Various extension and outreach programs conducted over the year.
To establish functional MoU with institutions.	MoU were tried to established.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Local Management Committee	18-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	24-Feb-2018
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17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>This institution is one of the oldest in nearby 50 kilometers area. Since its inception this college is achieving many important student centric goals. Management Information System is being utilized in this college since last 4 years. ERP solution Nagpur has provided efficient software system to cater the demand of administration, students, library, accounts etc. Software training programs were organized and since then, College management system is full utility.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The University's academic calendar is being followed for all the activities. For the smooth functioning of academic activities, at the very beginning of the session, the principal conduct the staff meeting to discuss the curriculum related issues at length. At the beginning of the session every head of the department conduct internal meeting of the subject teachers to discuss the teaching plan and its implementation. An academic calendar is prepared in advanced and circulated among the teachers. Time-tables are prepared well in advanced and made available before the commencement of each semester. All the faculty members submit a unit wise distribution plan of the syllabus at the beginning of the semester to the convener. To evaluation of curriculum delivery is maintained through regular test, unit test and presentation, viva-voce, seminar, group discussion etc. The student are provided learning resources. This serves for as a check mechanism for effective completion of curriculum. The teaching learning activity at college is supplemented with excursion tours, field visits, industrial tours and educational tours as per the curriculum. The IQAC conducts meeting with all faculty member at the beginning and end of the every semester to assess the progress made by the faculties. Through the suggestion box the principal is made aware of problem of students. The reinforcement of the co-curricular activities is done through Quiz Competition, Assay writing competition and Group discussion forum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The institution is engaged in implementing the academic calendar by university. According to it, the plan of action is decided by making various committees in the institution. All the classes and practical's as well as extra-curricular activities are performed with the monitoring of Principal. Similarly the feedback committee formed to collect the same from stakeholders viz Stduents, Teachers, Employers, Alumni and Parents. On the basis of feedback obtained from above stakeholders, after analyzing the responses, the suggestion given by them are considered and conveyed to LMC. After their consent they are implemented.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Commerce	160	200	114
MSc	Zoology	44	78	48
MA	Marathi, English, Political, History, Economics	800	280	210
BCom	Commerce	372	416	296
BSc	Chemistry, Physics, Maths, Computer Science, Botany, Zoology, Microbiology	682	911	574
BA	Marathi, English, History, Political, Economics, Sociology, Geography, Music, Home economics	1002	936	875

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1745	372	26	Nil	14

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
26	26	5	3	3	5

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

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

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

Since this institution is oldest in nearby area and it is situated in rural area, Many of the students are coming from rural background therefore they need support and proper guidance from college side. All the teachers are actively

participating in almost all the activities which are student centric. After the completion of admission process, all the teachers are assigned with the list of students as mentees of a particular teacher. For this matter the number of admitted students are divided equally to all the teaching faculty members as their mentees. According to all the teachers keep record of the students they are mentoring. Whatever their needs are being guided properly by the faculty members.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2117	26	1:82

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
43	26	17	1	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	01	Semester I	04/01/2019	16/02/2019
BA	01	Semester III	09/01/2019	16/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The idea of continuous evaluation has been introduced in the year 2013 when the university has introduced choice based system (CBS) for various PG programs. For this purpose the internal and continuous assessment is done as per guidelines issued by the university. The methods of continuous assessment include internal examination (unit tests), assignments, projects, group discussion, industrial visit and excursion. For undergraduate programs evaluation methods are used for regular and continuous assessment of students.

i) B. Sc.: Internal Unit test, take home assignment, group discussion, class seminars, projects, industrial visits, and excursion, problem solving sessions for maths and physics students. ii) B. A. : Internal Unit test, take home assignments, projects, historical field visit, geographical field visits, communication skill in English through group discussion, wall magazines, crossword puzzles also contributing to improve students vocabulary. The games like word antakshari, spin a yarn, role playing etc are very effective in developing their linguistic competence. Another innovative teaching method used by teachers in the class room i.e. mnemonics words. Here he/she goes on saying only words instead of sentences and ones they come to a basic understanding of

the meaning of a particular concept, then the teacher explains in sentences. It helps in developing word power. iii) B. Com.: Internal Unit test, take home assignment, group discussion, Projects, Industrial visit, ICT class rooms. iv) M. Sc. Zoology: Internal evaluation by unit test, field survey for fauna, projects. v) M. Sc. Medicinal Plants: Laboratory visits, seminars, research projects to individual students, regular field visits for medicinal plants survey. vi) M. Com: Field visit, project, seminars, group discussion, industrial visits, survey. vii) M. A. all subjects: Internal Unit test, take home assignment, group discussion, Projects, Industrial visit, ICT class rooms.

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

The examinations are all conducted by affiliating university and has its own mechanism of about conducting examinations. The RTM Nagpur University Nagpur has established a fair, transparent and time bound mechanism for it. The college is akin to adhere to the academic calendar of University for conducting examinations. Examination committee is established to conduct the smooth functioning of examinations. Internal supervisor is appointed by university to look after all the procedures. University floats time table well before 30 days of examination. Hall tickets are issued to students online. Students appear for the examination.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://mbpcsakoli.org/pso-cos/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
05	BCom	Commerce	82	61	74.39
02	BSc	Physics	49	41	81.82
02	BSc	Microbiology	29	27	93.10
01	BA	political Science	112	109	97.31
01	BA	Economics	51	51	100
01	BA	Marathi Literature	114	112	98.24
01	BA	Functional English	17	17	100
01	BA	English Literature	16	12	75

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2.7 – Student Satisfaction Survey

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

https://mbpcsakoli.org/download/Student-Satisfaction-Survey-18-19_2.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	0	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Entrepreneurship development program	Commerce dept. in collaboration with MCED	16/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Commerce	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Zoology	1	5.7
International	Zoology	1	6.58
National	Marathi	3	2
National	Botany	3	5

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	2
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Sant Sahityatil Samajik Bandlhor	N G Gharat	Gurukul International multidisciplinary Research Journal	2018	0	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	0	0	2018	Nil	Nil	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	15	Nil	1
Presented papers	1	6	Nil	Nil
Resource persons	Nil	1	Nil	4
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nature Club	Best Co-ordinator (Dr. L. P.	Forest Department (Conservator of	120

Nagpurkar)

forest NNTR

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Sharing of Research Facilities	02	self	75

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research facility sharing	ph. D	Sevadal Mahila Mahavidyalaya, Nagpur	16/06/2018	30/04/2019	01
Research facility sharing	Ph. D	J. M. Patel College, Bhandara	16/06/2018	30/04/2019	01
Research facility sharing	Ph. D. work	D. B. Science College Gondia	16/06/2018	30/04/2019	01

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
C.J. Patel College, Tirora	18/06/2018	Faculty exchange	4

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	479127
1000000	868936

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Cloudbased Mastersofterp solutions	Partially	-	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	40586	9884676	339	10911	40925	9895587
Reference Books	2617	115216	15	13770	2632	128986
Journals	254	15240	6	2100	260	17340
CD & Video	21	10000	Nil	Nil	21	10000
Others (specify)	40	2500	Nil	Nil	40	2500
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	1	40	1	16	5	21	50	0

Added	4	0	4	0	0	2	0	0	0
Total	44	1	44	1	16	7	21	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
All the ICT rooms as well as science department laboratories and staff rooms are equipped with e-content development facilities.	https://mbpcsakoli.org/download/other_documents/Room-No.-11.jpg

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4000000	3357044	1500000	1348063

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

This institution is very old (established in 1968) in this area. It has its own sprawling campus spread in more than 10 acres of land to work for all process. We have 20 classrooms, huge well maintained play ground, Seminar rooms, Auditorium etc. Institution has appointed sufficient support staff for the overseeing the maintenance of buildings, classrooms and laboratories. Additionally, many departments have Annual Maintenance Policies with suppliers and companies for the repair and maintenance. To improve the physical ambience of the campus, several initiatives are taken from time to time. • Periodic painting and white washing of building and labs Ground-men for maintaining grounds, lawns, and Medicinal plant garden • Tree plantation drives every year. • Adequate Housekeeping staff for general cleaning. • Rest rooms. • Dustbins at every 100 meters There is a periodic maintenance plan for each activity such as painting, white-washing. We have dedicated staff that includes plumbers, carpenters and electricians for maintenance of infrastructure. Workshop technicians for welding, furniture repairs carry out their activities in summer. Lab equipment is maintained by the dedicated technicians in the labs on a periodic basis during summer / winter vacations.

<https://mbpcsakoli.org/download/iqac/Procedures-and-policies-for-maintaining-infrastructure.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fees waiver to needy students	6	28585
Financial Support from Other Sources			

a) National	GOI and Freeship	1669	8649720
b) International	0	Nil	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counseling and Mentoring	10/10/2018	410	All faculty members
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Carrier counselling Comp. exams	132	132	Nil	Nil
2018	Competitive exam guidance	98	98	Nil	Nil
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	2
GATE	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

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

The college had a regularly formed Student Representatives' Council, consisting of officially elected representatives from each class, which later sent its representative to the University Students' Council. This practice was in force till 2014-15, but due to the introduction of the new Maharashtra Public Universities Act, elections and formation of Student Representatives' Council was stopped. The properly constituted Student Representatives' Council worked in tandem with the administration and the academic staff and was actively involved in planning, decision making and contributing to the overall functioning of the college. In the interim period from 2014-15 onwards, in the absence of a regular and formal Student Representatives' Council, the representation of students in the management, planning and activities of the college was achieved through taking students up as members in some committees, holding regular interaction with student groups, getting student inputs through committee conveners and individual faculty members and even putting students in charge of some committees. The college administration has always involved the students in different aspects of the college administration. Students' representatives are present on different administrative bodies of the college. The students elect from amongst themselves their representatives on academic bodies such as the Commerce Forum, Social Sciences Forum, Literary Associations, Science Forum etc. The students manage most of the activities of these forums and handle various responsibilities like identifying speakers or guests, disseminating information, handling logistics and arrangements, etc. Several of the other bodies working in the college have students' representatives on them. Student representatives are also nominated on the committees formed to deal with student grievances and concerns.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

As tradition of our college, every year we conducts the meeting of all the alumni, the objective of this meet is to make alumni aware about progress and developments of the college in order to build the brand equity of the college also to get some suggestions for development of this college. The Alumni association is not registered. As there is no financial contribution from the alumni to the college, alumnii support come various time through non -financial means, like they deliver their best knowledge from their respective fields to the students. Some of the alumni have passed various competitive exam like NET, SET, Banking, Police, SSC, Army, and similar others. Our college invites them to discuss and share their knowledge with the students.

5.4.2 – No. of enrolled Alumni:

24

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Principal distributes different activities according to the nature of job and type of contribution. The routine activities related to academics and disciplines are distributed to the heads of the departments. The heads of the departments complete that work with the help of the staff. IQAC is assigned with a certain specific task related to the academic maintenance of quality education, development and important activities. The president and secretary of the Gondia Education Society's at the highest level is in the constant touch with the head of the institution and gives enlightened leadership to the principal for the smooth functioning of the college. The institution works has decentralized for the achievement of above stated vision, mission, and objectives. The LMC meetings are conducted to identify issues, problems and policy related matters which are discussed for design and review of the policy, for approval of budget etc. The Principal acts as the link between the management and other constituents of the college. The college has a staff council which constitutes Principal and course coordinators of all disciplines that meets regularly to discuss functional problems and routine working. • The institution administration is decentralized to a large extent. Various committees have been formed to plan and monitor the functioning of the college. The principal with the support of the Heads of the Departments and various committees' coordinators participate in decision-making, administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude. • The conveners plan and monitor the project undertaken to achieve the targets in the stipulated time. Ultimately all the administrative, academic and financial activities are reviewed by the internal academic audit committee to ensure accountability. • The decentralized functioning mechanism empowers the departments and individual faculty and helps them in making independent decision. • The higher authorities and committees review these decisions, if need be, and give suggestions on the basis of principals report and feedback it gets from the society. The suggestions of the

management are communicated to the teaching and non-teaching employees and implemented by the principal. Duties and rights of various departments have clearly been defined and understood. This undoubtedly ensures the operational autonomy to the departments/units of the institution. Also it renders decentralized governance system by large. Execution of various activities through several committees is testimony to decentralization of governance. Committee members have the freedom to plan and execute activities.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The Institution ensures that the curricula of all subjects, as designed by the parent University, are made available at the Library, to its teachers and students well in advance. Changes in the curricula made by the University are communicated to the Teachers and the Students from time to time. At the very beginning of the session, the Principal conducts staff meeting to discuss the curriculum related issues at length.
Teaching and Learning	Principal directs the heads to generate list of laboratory goods, library committee demands the list of books, time table is prepared within stipulated time for all programs. The Internal examination committee issues notice to conduct subject/ paper wise Unit Tests. This serves as a check mechanism for effective completion of curriculum. Periodic Monitoring is done by the Head of the Institution through two meetings. First meeting is organized before the commencement of Diwali vacation to review taught curriculum followed by necessary discussion and directives. The second meeting is scheduled in December / January to review remaining curricula followed by necessary discussion and directives. The teachers, anticipating the delay due to various reasons, plan extra classes during Diwali Vacation. Teachers Plan completion of teaching up to 15th of February and accordingly engage extra classes. The students are provided with learning resources and / or dictation in the classroom. Similar Plan is executed for Laboratory and Field work. The Teaching Learning activity at college is supplemented

	with Excursion Tours, Field Visit and Educational Tours as per the curriculum.
Examination and Evaluation	Since this institution is affiliated to RTM Nagpur University, Nagpur, The examinations are conducted by University. For the conduct of examination a committee is formed to look after the procedures related with examination and evaluation process. On behalf of principal one person is appointed as chief supervisor for conducting examination as per university rules. The evaluation process is transparent. The students performance is taken into account for assessing it. Continuous internal evaluation is done for the students.
Research and Development	For Research and development the faculty members are encouraged to write the project proposal and also to pursue the research work. Accordingly all the faculty members work at their level best for research and development.
Library, ICT and Physical Infrastructure / Instrumentation	Our college is equipped with well developed library having more than 42 thousand books costing around more than 98 lakh rupees., The physical infrastructure is adequate having 20 classrooms situated in sprawling campus of 10 acres area. The instrumentation is available in the laboratories and also being upgraded as and when required.
Human Resource Management	For Human resource management our society has given adequate number of staff for conducting college activities.
Industry Interaction / Collaboration	College is in constant touch with nearby industries for giving motivation about industrial processes.
Admission of Students	For admission of students, affiliated university is giving plan for admission and according to the admission committee is formed to take necessary measures about admission process. The admissions are taken as per merit list.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Now a days e-governance is being implemented with great enthusiasm and its need of hour. Planning and development is being done through Cloud based Microsoft ERP solution in our

	college.
Administration	Yes, definitely in this area also the e-governance for administration is used.
Finance and Accounts	Cloud based finance account software is being used on our college since 2014
Student Admission and Support	Mastersoft ERP solution has provided good quality software management system called as College Management system is working since last 4 years. Every year the contract for software is being renewed and used for students admission and support systems.
Examination	For examination purpose, Affiliated university is providing online working window for colleges to conduct examinations. The number of dues are sent to college Login window by university, The question papers are sent on confidential window of college. All examination related works are done through software provided by university.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	0	NA	NA	Nil
2018	0	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	ICT workshop	ICT workshop	30/06/2018	30/06/2018	20	12
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

Refresher Course	2	17/09/2018	07/10/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Manohar Credit Co-operative society	Manohar Credit Co-operative society	Cash Prize to first topper on respective subject and Educational material distribution on occasion of Late Shri Manoharbai Patel Death Anniversary

6.4 – Financial Management and Resource Mobilization

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

The audit is carried out by both internal and external agencies. Audits of the college as a whole are carried out every year without fail. The first instance of audit is the college accountant which prepares the draft audited statements and ensures that all financial matters and transactions are in consonance with the applicable norms and regulations. In the second instance, every year these accounts and transactions are audited by professional and licensed chartered accountant agencies, which carry out the audit independently and certify if the financial matters have followed requisite norms or not and point out discrepancies if any. In addition to these annual internal and external audits, there are also periodic audits by some government agencies. The office of the Joint Director of Higher Education from the region sends its team periodically to physically verify the financial undertakings of the college. Similarly the regional office of the Accountant General of India also periodically checks and verifies the audited records of the college and seeks compliance if any discrepancies or lacunae are found

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	Principal

Administrative	Yes	Ms/ SVK Co. Chartered Accountants	Yes	Principal
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Regular Annual meeting once in a year is being conducted for suggestions and or complaints if any parents regarding college activity. 2) Suggestions are taken into consideration for improvement in system.

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

1) Conducted trainign program for support staff. 2) Health checkup camp.

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

1) Upgradation in ICT facilities. 2) Library partial automation. 3) PG courses started.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Data Compilation for DVV	25/06/2018	01/07/2018	31/08/2018	24
2018	Preparation of IIQA	25/06/2018	01/09/2018	29/09/2018	4
2018	Preparation Self study report	29/10/2018	01/10/2018	31/12/2018	26
2019	Preparation for NAAC peer team visit and document collection	08/01/2019	09/01/2019	30/04/2019	75
2019	Enterpreurship development program	08/01/2019	16/01/2019	19/01/2019	150

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Beti Bachao Beti Padhao	08/03/2018	10/03/2018	21	Nil
Eat and Meet	28/02/2019	28/02/2019	27	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
Our Institution is situated in the vicinity of small hillock having beautiful greenery. Naturally students get motivated to conserve nature. Our college is also giving them strong platform to come forward in such activities. Nature club is established by one of our colleague to work for nature conservation. Students are given different tasks to conserve nature. Students also learn many more things about nature. Students feel that, they should conserve nature.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	500

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	10	5	27/01/2019	7	Youth Force for Clean and Prosperous Society	The lectures were organized on The Role of Students for the Conservation of Environment, Eradication of Superstitions and Youths, and Digital Banking.	165

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Manoharbhai Patel College Sakoli, Code of Conduct	02/07/2018	Code of conducted is prepared under the name of Manoharbhai Patel College Sakoli, Code of Conduct. This booklet contains information about the codes or procedures to be followed by Teaching, Non-teaching, and other support staff and students. The same booklet is available online on college website also. The stakeholdes are encouraged to access the code of conduct from website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lokmanya Tilak Death Anniversary	01/08/2018	01/08/2018	150
View File			

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

1. Most of the students are coming by bicycles. 2. Some students are reaching college campus trough state transport bus. 3. Staff is also arriving with college with sharing basis. 4. Tree plantation done every year. 5. Students are encouraged to nurture the plant they planted. 6. Plastic free campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Presentation of the Best Practices-1 1. Title of the practice: Promotion Of Sports Culture Among School Students 2. Goal: To improve and inculcate a spirit of inquiry, creativity and love for Science and Mathematics for School children. 3. The Context: In pursuance of the focus on connecting school based knowledge to life outside the school and making learning of Science Mathematics a joyful and meaningful activity, to bring focus on innovation and use of technology and effective use of technology amongst children and encourage those who show an inclination and talent for these subjects to be encouraged and supported to heights of academic excellence and research. 4. The Practice: Our college team of RAA organized the seminar in various nearby school to enable children to become motivated and engaged in Science, Mathematics and Technology (SMT) through observation, experimentation, inference drawing, model building, rational reasoning, testability. Tried to improve practical knowledge by introducing some science based model. 5. Evidence of Success: The presence of no. of students along with teacher. Due to the curiosity all the audience were excited to know more about Science and Technology. Visiting of school student to various lab in our college through this practice. 6. Problem Encountered and Resources Required: Due to lack of time the discussion session was too short. It was not possible to satisfy questions of each student because of huge student strength. 7. Notes (Optional): Such type of activities are very beneficial for students. Uses of science based models are great attraction for

school students. Uses of daily life example also great importance Presentation of the Best Practices-2

1. Title of the Practice : Environmental Awareness Through Nature Club
2. Goal : The Nature Club is working with intention to make more and more involvement of young students in Environmental conservation. To make study of problem in conservation and to be committed towards solving those problem. To acquire the background information for research. To strengthen campaigns and Advocacy based project.
3. The Context : In Pursuance of the focus on connecting College Education with Environmental conservation practices outside in national interest, it is necessary to understand the richness and value of our ecology for human welfare and creates a mass movement for its protection and conservation through education and bring into practice at grass root level it in collaboration with concerned dept. It is more important than classroom teaching.
4. The Practices : Our college team of Envocare Nature Club Volunteers are Involved in following innovative practices,
 - i. Water fowl Census : The pristine habitat of wetlands with rich flora and fauna and insects activities attracts the migratory birds (Water Fowl) coming from Siberia, China and a parts of Africa every year. Nature club volunteers takes the opportunity of identification, Counting as it is the bio-indicators of Existing Climatic Conditions as well as the climatic variations of this region. Similarly, the population, and threats to them and their habitat is being studied and finally documented In BNHS, Mumbai.
 - ii. Conservation of Forest and Wildlife : This region is rich with forest cover wildlife resources. Its conservation for future generation is a need of hours therefore, the young Volunteers of nature club are involved in, Conservation practices through, Nature awareness rallies, Street Play, Public Counselling, Slide show etc , making students aware about degradation and restoration by field visits Participation of students in Tiger Census in Nagzira Wildlife Sanctuary
 - a. Prohibition of Hunting Practices : The hunting are also a common phenomenon which can be prohibited by constant monitoring of volunteers, restricting the hunters with the support of forest people and removal of hunting gears in specific hunting sites.
 - b. Tiger corridor study: Addressing the problems arise to corridor destruction by some developmental activities and need of its conservation has also been studied w.r.t maintain Gene pool too.
 - c. Community Services : It includes , the Shielding and de-shielding of natural waterholes, construction of Weirs in wildlife sanctuaries so as to develop the sense and importance of moisture conservation. to strengthen the conservation practices and wildlife management.
5. Evidence of Success : Nature club volunteers are also been trained to create new pattern of behaviour in society towards the environment through Eco-religion which includes:
 - i. The students are promoted to establish people group for collective environmental movement and action to develop a leadership qualities as well as to restrict the overexploitation of resources so as to get more and more benefits to people over generations.
 - ii. The Environmental educational programmes are being organized in the various schools and colleges to make aware them by slide show, lectures, snake awareness programmes, Drawing, Face painting competition and by power point presentation with the support of world Wide Funds for Nature- India, Maharashtra State Office , Mumbai.
 - iii. Conservation motives is being practiced in some villages by forming self help groups, counselling of people and build up a spirit of conservation through some extension and educational activities so that there should be a maximum participation of people as the several environmental practices
5. Problems Encounters and Resources Required : Due to increasing populations and shrinking of resources, the livelihood of the people from this territory leads to overexploitation of resources. Despite of all these educational and awareness activities the complete solution is not achieved , it need more efforts.
6. Important to Note : Environmental awareness and outdoor activities are very essential for the young students of college, as it provides the platform to understand the ecosystem in real sense, it develops a sense of understanding the problems and to work for its solution. The college

students would be the part of the national systems, policy makers or in judiciary. These practices makes them more confident to work for the welfare of environment in future point of view.

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

<https://mbpcsakoli.org/download/igac/7.2.1-Presentation-of-the-Best-Practices.pdf>

7.3 – Institutional Distinctiveness

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

Spreading the light of knowledge and education as much and as wide as possible has been the mission of the college. Accordingly, the college has constantly strived right since its inception to bring as much access to education as possible in the remote and backward region (Naxalite affected) where it is located. Starting with a handful of students and just two undergraduate programs in the 1968, the college now caters to over 2040 students and offers 3 undergraduate, 8 postgraduate programs. It is not just the sheer number of students, but the profile of the student population too, which shows that the college has effectively worked towards its mission goals so far. The student population consists of almost 65 girl students and overall 85 of its students come from backward and weaker classes of the society. Thus, the college caters to the underprivileged sections of the society in terms of providing access to education. But along with the increase in the quantum of access, the college has also constantly strived to improve the ways in which the access is given with regular up-gradation, modernization and innovation. On the one hand, the college has focused on the quality of education by having a qualified and well-trained staff, latest facilities and resources for effective teaching-learning and good support systems for students. On the other hand, it has persistently worked towards modernization of infrastructure and facilities, bringing latest developments to the college and promoting innovations in its approaches and work. Thus, while the college has expanded its basket of educational opportunities and its reach to a large number of students, predominantly from the underprivileged sections, it has also improved the quality of its offering. These underprivileged students now have an access to education, ICT-based classroom practices, global connectivity through wi-fi and high-speed internet and strong scope to pick up 21st century skills. Innovations in pedagogic and assessment practices, skills-oriented education, multifaceted development of students, conscious promotion of green practices and nurturing moral and ethical values have been the highlights of the college. Thus, providing ever-increasing access to education with constant improvement in quality and keeping pace with time has been the distinctive feature of the college, which reflects its mission and vision.

Provide the weblink of the institution

https://mbpcsakoli.org/download/Institutional-Distinctiveness_2.pdf

8.Future Plans of Actions for Next Academic Year

Somehow University closed the PG programs running in our institution therefore willing to restart those . To Create new Entrepreneurs Entrepreneur development program is being undertaken. Environment awareness among the students. Promotion of Research activity. Continuation of up-gradation and improvement in campus amenities and infrastructure. Augmentation of ICT facilities for teaching-learning, promoting more use of ICT in academic and administrative work. To create linkages with educational institutions To Carry out Number of extension and outreach programs in collaboration with industry, community and Non-

Government Organizations through NSS/NCC/Nehru Yuva Kendra. To establish functional MoU with institutions of National, International importance, other universities, industries, corporate houses etc. Enhancement in of e-journals e-books and National Digital Library. Improvement in Number of awards/medals for outstanding performance in sports/cultural activities at national/international level More no. of sports and cultural activities /competitions should be organized at the institution level per year. Placement of students. To establish renewable energy sources for power requirement of college