



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Matru Sewa Sangh Institute of Social Work, Nagpur,
• Name of the Head of the institution	Dr Purushottam Borkar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07122234393
• Mobile no	9552480445
• Registered e-mail	mssisw@gmail.com
• Alternate e-mail	purushottampsychoanalyst@gmail.com
• Address	WHC Road, Bajaj Nagar, Nagpur
• City/Town	Nagpur
• State/UT	Maharashtra
• Pin Code	440010
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)												
• Name of the Affiliating University	Rashtrasant Tukadoji Maharaj Nagpur University												
• Name of the IQAC Coordinator	Dr Prince Ajaykumar T Agashe												
• Phone No.	07122234393												
• Alternate phone No.	9665656228												
• Mobile	9665656228												
• IQAC e-mail address	iqacmssisw@gmail.com												
• Alternate Email address	mssisw@gmail.com												
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://mssiswngp.edu.in/aqar/">https://mssiswngp.edu.in/aqar/</a>												
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://mssiswngp.edu.in/academic-calendar/">https://mssiswngp.edu.in/academic-calendar/</a>												
<b>5.Accreditation Details</b>													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 4</td> <td>B++</td> <td>2.91</td> <td>2023</td> <td>11/04/2023</td> <td>10/04/2028</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 4	B++	2.91	2023	11/04/2023	10/04/2028
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 4	B++	2.91	2023	11/04/2023	10/04/2028								
<b>6.Date of Establishment of IQAC</b>	25/04/2004												
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	NIL	NIL	NIL	NIL	NIL		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
NIL	NIL	NIL	NIL	NIL									
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes												
• Upload latest notification of formation of IQAC	<a href="#">View File</a>												

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>9th Indian Social Work Congress</li> </ul>		
<ul style="list-style-type: none"> <li>3 Memorial Lectures were organized.</li> </ul>		
<ul style="list-style-type: none"> <li>Online national workshop on "Intellectual Property Rights (IPR) - Patent &amp; Design Process"</li> </ul>		
<ul style="list-style-type: none"> <li>30 Hours Certificate Course on "Intellectual Property Rights Applications in Higher Educational Institutions"</li> </ul>		
<ul style="list-style-type: none"> <li>National Girls Child Day</li> </ul>		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
1. To conduct undergraduate and post graduate courses in social work under semester pattern	Conducted	
2. To conduct short term programmes in two subjects: 1) Research Methodology, and 2) Communicative English.	Conducted	
3. To initiate a short term Post Graduate Certificate Course in Counseling in collaboration with department of Lifelong Learning	Conducted	

and Extension, RTM Nagpur University	
4. To ensure sustenance of the existing Field Action Projects.	All the Field Action Projects are running well
5. To organize National/International seminars and workshops.	Could organize National and International Conferences in collaboration with international Institutions
6. To try to bring out the 'Indian Journal of Social Work and Social Sciences'.	Could not published
7. To collaborate with Sapir College, Israel to facilitate international social work training	Collaborated
8. To improve international collaboration in the field of international research and organizing international conferences.	Could retain International collaboration to organize International Conferences
To try for appointment of Contributory or Ad-hoc teachers till clearance to fill vacant positions from the Government.	Appointed.
10. To fill up the vacant positions of teachers.	Due to Govt Ban on new Post could not appoint teachers at UG but could appointed one full time faculty at PG
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
IQAC	13/01/2023
<b>14. Whether institutional data submitted to AISHE</b>	

Year	Date of Submission
2021-22	10/05/2023

**15.Multidisciplinary / interdisciplinary**

Multidisciplinary/ interdisciplinary subjects were present in the syllabus of affiliating university. The college has conducted Value Added Programs to make students aware of the latest happenings in the industry and society.

**16.Academic bank of credits (ABC):**

Currently, this system is not implemented by the affiliating university but the CBCS system is implemented by the affiliating university.

**17.Skill development:**

The college focuses on the skill development of the students, and for the same many capability enhancement programs were conducted.

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

During the pandemic, all the events were conducted online along with a regular teaching-learning process.

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

The college has defined various outcomes and formulated a mechanism for calculating various outcomes.

**20.Distance education/online education:**

College is yet to take steps regarding distance/ online education.

**Extended Profile****1.Programme**

1.1 0

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

File Description	Documents
Data Template	No File Uploaded

**2.Student**

2.1 **283**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2 **181**

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

File Description	Documents
Data Template	No File Uploaded

2.3 **119**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

**3.Academic**3.1 **04**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **13**

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>0</b>
File Description	Documents
Data Template	No File Uploaded
<b>2.Student</b>	
2.1 Number of students during the year	<b>283</b>
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>181</b>
File Description	Documents
Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	<b>119</b>
File Description	Documents
Data Template	No File Uploaded
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>04</b>
File Description	Documents
Data Template	No File Uploaded

3.2	13
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

<b>4.Institution</b>	
4.1	08
Total number of Classrooms and Seminar halls	
4.2	97842
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	32
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

MSS Institute of Social Work follows the syllabus and curriculum designed by the Board of studies of the affiliating University Rashtrasant Tukadoji Maharaj Nagpur University. Institute prepares its own academic calendar based on the University's calendar and the institute has well developed structure for effective implementation of the curriculum prescribed by the University through various boards and committees formed at the beginning of the session. Institute develops action plans for the academic year. Concerned subject teachers are asked to prepare teaching schedules of their respective subjects they are going to teach during the session keeping in view, the no. of working days available, the syllabus to be covered so that syllabus can be completed in particular time period. Action plans are discussed in the College Staff Council meetings to arrive at an optimal and effective implementation of the plans. Board of Time -Table prepare time -table before starting the academic session by considering different aspects like availability of permanent teachers,



contributory and guest or visiting faculties so that regular attendance of the students in the class is ensured. absent in conferences or not attend their field work,

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The college, being an affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur has to follow the academic calendar of University for conducting the curricular activities. According to the academic calendar of the University, Nagpur the college prepares academic calendar before the commencement of each academic year. The calendar includes the schedule of examination, semester end examination, internal examination, curricular, cocurricular and extracurricular activities. The college has no formal choice to make changes in assessment and evaluation process. The prescribed evaluation framework is according to the direction and ordinance provided by affiliating university. It is a mandatory component and the college has to conduct the internal assessment and report the grades and feedback to the university. Faculty gives various assignments to the students in accordance with the guidelines given by the university for various programmes conducted by the college. Besides this, the faculties conduct unit test and annual test examination for assessment of the students. The students are also assessed by participating in seminar, study tour, and industrial visits organized by various departments to promote the practical knowledge. For PG students internalassessment is done through field work and seminar presentation. The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule of the University is strictly adhered to all the faculties and monitored by Principal.

File Description	Documents
Upload relevant supporting document	No File Uploaded
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	No File Uploaded

## **1.2 - Academic Flexibility**

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

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

**02**

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)**

02

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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**

40

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**

The institution has taken some attempts regarding the issues like ethics, gender, human values, environment and sustainability. It becomes the matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To foster moral and ethical values among the students, death and birth anniversary of great national heroes, leaders and freedom fighters have been organized for the holistic development of the students in each academic year. Students are given equal opportunity in every academic, cocurricular and sports activities. Students are made aware of the disadvantages of gender discrimination through invited talk by eminent personalities. The students are encouraged to participate in vivid activities of NSS and Life Long Learning etc. Teacher's Day is celebrated by organizing a special program of 'Self Governance' and 'Seminar' in which students take active part. Environmental Studies is a compulsory subject for the students which is a remarkable step to make them aware of environmental issues. ' This unit of NSS is

committed to spread awareness regarding environment preservation.

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

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

02

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
Institutional Data in Prescribed Format	No File Uploaded

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

283

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

D. Any 1 of the above

<b>syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
283	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
258	

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 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 institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks below 40 are identified as slow learner and above 40 are identified as advanced learners. Strategies adopted for Slow Learners: The institute has been following the induction program for all of the admitted students. But, during the induction program specific emphasis is laid on identifying slow learners by the way of motivating them for actively participating into the various programs. Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts and reexplanation of crucial topics for improving performance. Strategies adopted for Advanced Learners: With a view point to boost up the already possessed talent of the advanced learners the institute takes up number of initiatives like offering leadership roles in a number of programs organized within or outside of the institute by the institute independently. Various motivation speeches are organized for their future development. Teacher also helps students to acquire higher percentage than previous university examination by guiding them.

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

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

Number of Students	Number of Teachers
283	03

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

All the teachers and management of this institute try to make learning process students centric. The institute tries to give emphasis on development of independent thinking in the students. The learning experience of the student is enriched by following methods. Experimental learning: The students learn social responsibility by taking part in NSS activities at nearby villages, awareness programmes, blood donation camps etc. While participating learning activities like regular home economics laboratory exercise, seminars, assignments, study tours, field visits etc. The college invites various experts from other college to share their experiences with the students. Library facility and computer facility play important role to enhance the knowledge of students. Participative learning: Participative Learning is encouraged by: Discussions: Wide varieties of topics relating to arts are discussed in order to make the students to think broad and come up with their opinions and suggestions. Debates: Debates are conducted in most of the courses of arts where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking. Presentations and Seminars: T

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

Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains. Power Point Presentations: Faculty uses power point presentations including the video lectures based on the syllabus and as per requirements during the sessions. Training Program: The institute organizes

internal as well as external training program for overall development of students. The internal training programs are conducted by inhouse faculty members. However, some programs have been conducted in the institute through external. Seminars and Guest Lectures: Various seminars and guest lecturers are conducted from academia are invited to give latest trends about scenarios of the respective subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

1:25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

4



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
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

4

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)	No File Uploaded

#### 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

4

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

## 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.

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by R. T. M. Nagpur University, Nagpur. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university. For determining the institute level 20 marks assessment, continuous internal evaluation is varied from course to course. Some course gives emphasis on assignment, viva-voce and attendance and some on test also conducted. Institution adopts internal assessment system prescribed by R. T. M. Nagpur University, Nagpur for the evaluation of the students. Transparency in internal assessment is maintained by Displaying Continuous Internal Evaluation Norms. 2. Sharing of evaluated assignments with each individual student. 3. Returning back evaluated answer sheets of class tests. 4. Sharing evaluative remark of subject presentation/ viva-voce seminar by the faculty internally.

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

At Institute level: The faculty distributes evaluated answer scripts of class tests and assignments to students and any clarifications or grievances are addressed by the concerned faculty within a period of 3 days. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student may represent same to the Principal. At University level: Students can express grievances by applying for the following evaluation procedure: Exam Form Filling and Correction if Need: According to the guideline of the University, the students are informed to fill examination forms within a time. The concerned person submits online the students' information to the University. The university then provides check list to the institution. The concerned person looks into the list and checks name, subject, class, and date of birth of the students. He corrects the information and submits that check list to the University. Re-valuation & Recounting: If student are not satisfied with the marks awarded, they can apply for recounting within a

week from the declaration of result through the office at the institute. The received grievances are submitted to university by the institute along with prescribed fees recovered from the students. The university declares time frame every year for submission of marks related grievances and declaration of results.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Chamber, Trustee Cabin, Library and IQAC Office etc. Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. POs and PSOs are disseminated on college website, Library and Course Files of Teachers. The course outcomes are written by the respective faculty member. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject/Course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The attainment of various outcomes like COs, POs, and PSOs are carried out in four stages namely: Planning, Implementation, Evaluation and Action Taken. 1. Planning: Various outcomes are defined and a correlation is established between outcomes and tools used. A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects. 2. Implementation: An individual faculty member use different direct

tools like Class Tests, University Exam, Assignments, Seminars, Projects etc., for the evaluation of Course outcomes (COs). Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like feedback from Alumni, Teachers and Students etc. Evaluation: Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, and PSOs. 4. Action Taken: If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

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

107

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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://mssiswngp.edu.in/students-satisfaction-survey/>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

0

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

3

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

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

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college encourages the students to not only absorb current knowledge but also to be enterprising and try to create new knowledgeable products and ideas. The activities by several students and societies have created an ecosystem for innovations and other initiatives for the creation and transfer of knowledge. Most important among these are: The college has encouraged students to conduct rural surveys for the socio-economic, educational condition and employment facilities of the rural people under NSS rural camp. Through surveys, students get to know the people. After identifying the problems of the rural people students create awareness regarding Government schemes for the development and welfare of the rural people. Plantation is also a part of environment conservation. The students are motivated for plantation. The college organises various talks by the alumni about the practical aspects of starting an enterprise and the problems and challenges they faced in their journey. As a result of the above programmes organised by them, many of our students / ex-students have successfully launched their own startups. These budding and establishing alumni entrepreneurs are invited to come and interact with the present students from time to time in order to motivate them to take up entrepreneurship.

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

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

01

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

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

7

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.4 - Extension Activities

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

National Service Scheme is a central sector scheme of Government of India. Ministry of youth affairs and sports that aims to develop the personality of students, volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio-economic realities of India. The college's NSS unit has organised various programmes during the rural camp like opinion poll about Menstrual Hygiene and health, basic livelihood survey, books donation to the village public library, poster exhibition, intellectual sessions, school activity, awareness activities in the village, cleanliness campaign and also conducted blood donation camp in the college.

The Environment Committee works towards promoting the ethos of preservation and protection of our environment and to instil a feeling of responsibility for a better, greener and cleaner environment through initiatives like plantation drives and talks

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

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

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0



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

**3.4.3 - 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**

**3.4.3.1 - 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**

5

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

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

200

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

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
The institute has constituted a Board of Purchase, maintenance and renovation for supervision of purchase of new equipments, their maintenance etc. The committee is mandated with powers to identify	

and give propositions for developing and maintaining of infrastructure. .The physical infrastructure is utilized optimally for conducting all the classes (UG and PG) simultaneously in one single shift. Staff rooms have separate cubical for its teaching.

of Entrepreneurship & Skill Development (Skill-Lab Activities) carries out skill development activities for the students to enhance their skills in working with society tough their field and research based activities and workshops.

The institute has board of library (advisory committee ) under the chairmanship of the Principal to monitor and advise the management/ administration, regarding library timings, regular augmentation of library and facilities, recommending new books and journals ,

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 institute has sufficient space for playground and infrastructure for indoor games. The Board of Games, Sports, Cultural Activities, Celebrations & Students' Representative Council conducts annual sports for the students. In connection with Annual Social Gathering, sports and games events are organized for 2-3 days consecutively and certificates and prizes are given to winners. However, students desirous of participating in sports outside the institute are encouraged by providing liberal leaves, extra assistance to cover up theory portions lost, flexibility in dates of submissions etc.

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.**

02

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)**

953946.28

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)	No File Uploaded

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The library is made more user -friendly by initiating the 'Open Access Section' for post graduate students of the institute and research scholars. The library rules for outsiders were revised with a view to encourage non students also to make use of the library which is one of its kind in the Vidarbha region. Library of the institute having ILMS - SOUL 3.0 software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>B. Any 3 of the above</b>
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
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
14562	
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
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
1260	

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

We have a Wi-Fi campus. Internet facility is made available on priority to exam cell, library, staff room, administrative section. The institution has a compact IT policy having WI-FI with the wide range covering the premises. The budget is allocated by the planning and purchase committee for updating the IT facilities each year. All the students and faculty members could use the internet facility effectively after receiving training. The institution also facilitated the online teaching learning processthroughZOOM Meeting, we also utilised other platforms like Google meets, Google Classroom, etc. We also purchased MIS software.

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

#### 4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

#### 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)

9784.2

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

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.

The physical infrastructure is utilized optimally for conducting all the classes (UG and PG) simultaneously in one single shift. Staff rooms have separate cubical for its teaching. The institute place students at the center of teaching learning process thereby use of modern technology has given paramount importance. The institute acquired green boards for class rooms, OHP and LCD projectors, electrical fixtures, new computers, UPS and Laptops, Wi-Fi connectivity for effective teaching classrooms.

The institute has sufficient space for playground and infrastructure for indoor games. The Board of Games, Sports, Cultural Activities, Celebrations & Students' Representative Council conducts annual sports for the students. In connection with Annual Social Gathering, sports and games events are organized for 2-3 days consecutively and certificates and prizes are given to winners. However, students desirous of participating

in sports outside the institute are encouraged by providing liberal leaves, extra assistance to cover up theory portions lost, flexibility in dates of submissions etc.

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

181

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	No File Uploaded

#### 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

0



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
<b>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>	<b>C. 2 of the above</b>
File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>00</b>	
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
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>B. Any 3 of the above</b>

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

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

## 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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

24

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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 )

For the smooth conduct of all the events held and organized during the year, different committees consisting of Faculty members and students are formed. Students are given equal opportunities in planning and execution of all these events.

Every year the college organizes the college annual social gathering there are several competitions held such as sports and games events and cultural competitions. For the purpose of annual social gathering a committee of teachers and students is formed for equal work distribution. Students from all the classes take part in all the events. Under sports and games there are Individual events and group events. Under the Individual events slow cycling, Track Events, Table Tennis, Chess, Badminton, Weight Lifting (for both boys and girls), Short put and Skipping for girls. Under group events there were Relay 4X 100 Mts. Badminton, Table Tennis, Tug of War, Throw Ball, Volley Ball and Langadi for girls. Under cultural events also there are events for individual participation such as Mehendi,

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**

00

File Description	Documents
Report of the event	No File Uploaded
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)	No File Uploaded

**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

Each passing out student contributes for student welfare fund. Alumni in various NGOs and institutions always help us in offering inputs for social work practicum, study tour. Alumani is also invited for training to the student for placements. Alumni are invited as resource person and share their valuable experience with the students. Placement cell also receives queries for employment from institution where our alumni work and help in organizing campus interviews.

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. &lt;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

1) College Development Committee (CDC):- CDC is the main decision making body at the college level constituted as per Mah. Public Uni. Act which deals with almost all aspects of Governance like Academic matters, Financial matters, Administrative matters etc. President of the Parent body is the Chairperson while Principal functions as Secretary and the members include Experts from Field/Industry, Teaching and non-teaching Staff Representatives, Head of a Department, Alumni, Students' Council Representatives and IQAC Coordinator. The meetings of the body are held as and when required with minimum of TWO sittings per year and it is fully functional in our Institute.

#2) Internal Boards: - For the purpose of decentralization and participative management another practice adopted by the Institute is the formation of various statutory and non-statutory Boards. During last year, 43 Boards were functioning under the Chairmanship of Principal. Each Board has a convener who functions as Secretary while teaching; non-teaching staff and students are the members of the Boards

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

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

In CDC meeting the management interacts with the heads of the institution as well as at frequent interval discusses the responsibility of teaching and non-teaching staff for the quality performance. Active CDC For efficient functioning of the college, institutional head in Staff Council Meeting forms various committees comprising In-Charges and members from amongst teachers. The management and the Principal take periodical review of staff performance through feedback form, self-appraisal proforma and personal contacts. The issues are deliberated upon during the Local Managing Committee meetings.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Curriculum Development:** Institute follows syllabus of the Rashtrasant Tukadoji Maharaj Nagpur University. In addition, the Institute always tried to incorporate additional aspects pertaining to knowledge and skills required in the field or demanded by the field or industry. The Institute consciously includes current social issues in curriculum and various activities. The Faculty of the Institute took active part in modifying syllabi of the Rashtrasant Tukadoji Maharaj Nagpur University. Institute tries to give and provide additional inputs so that students studying in the Institute become more knowledgeable and professionally skillful persons.

**Research and Development:** Institute is recognized as Centre for Higher Learning & Research and Board of Research Resources & Innovations is constituted through which Faculty Members are encouraged to send research proposals to funding agencies. Faculty Members are also encouraged to undertake research consultancies. One minor and two major research projects sponsored by UGC & ICSSR completed during the last academic session. During the year Institute has launched short term Post Graduate Certificate Course in Counseling. Research Workshops for the PG students were conducted and research synopses were reviewed and students were helped in enhancing their research skills and capabilities.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

**Planning and Development:** The institute prepares action plan for every year with reference to academic programmes, field action projects and infrastructural improvements, renovation and maintenance. It is treated as guiding principal for taking decisions in connection with budgeting, infrastructure development, faculty recruitment, decentralized governance by giving operational autonomy to the selected issues. According to plan activities are implemented and evaluated. Action plan also includes National and International linkages and academic activities. Institute take into consideration the need of modern technology; strategies to run self-financed post graduate programme; processing for the recruitment of teaching and non-teaching posts; networking with several GOs and NGOs

**Administration:** Administration of Scholarships to students is done fully through e-governance right from application to direct transfer of money to the beneficiary-students' Bank-account. All Internal marks and External Viva-voce marks submitted to the University directly through on-line. Correspondence with University, State Government authorities and UGC is partially through e-governance.

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	No File Uploaded
Screen shots of user inter faces	No File Uploaded
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 is a formal informal co-ordination between the various curricular and co-curricular committees as well as between the teaching and non-teaching staff to ensure the proper co-ordination to improve the quality of educational provisions. Functions of office administration is decentralized in a way that non-teaching staff is entrusted to handle various responsibilities particularly works such as scholarships, General Insurance, Rly.concession for students, students admissions, provident fund etc. Similarly, the teaching faculty is given the responsibilities through various internal committees. The staff is successfully getting promotions to next levels in their academic careers ,the college administration is supporting the staff in all possible ways for the same by forwarding the communications to the authorities .they are allowed to paticipate in Faculty development programmes

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**

0

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**

01

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**

01

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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the staff member. Admission to various programmes, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme for UG & PG students, the teaching-learning process, the system of continuous evaluation, various cocurricular activities, discipline and culture of the Institute. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

Regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses, through IQAC. Students are also free to approach the Director of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Principal and individual faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken the following: Introduction to Assignments Organising Seminar Powerpoint presentations and participatory ways of learning encouraged

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

#### 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 institution regularly receives salary grant and contingency grants from time to time after due assessment. Budgetary provisions are made well in advance to meet day-to-day expenses. The grant received from the government allocated for various quality programmes is spent thereon. Internal Audit is looked after by Chartered Accountants firm Jodh & Joshi Company and report is prepared.

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)

0

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

The institution seeks to mobilize government and nongovernment grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, submits proposals to the relevant authorities such as the UGC, the State Government of Maharashtra, It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds. • It engages with its alumni and other stakeholders in exploring revenue-generation avenues, some of which have borne fruit. • All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders. The Computer Laboratory which accommodates multiple related courses, the seminar halls which are also used as lecture theatres, the library which functions as a composite knowledge resource centre

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

IQAC monitors the following quality assurance strategies: IQAC worked on the suggestion given by the NAAC peer team during the third cycle of accreditation Self appraisal of the staff members reviewed by the Principal and the Management Evaluation of teachers by students through students feed back formats and analysis is supplied to the respective staff for their own reviewing and improvements. Interactions with the concerned staff members by the Principals if required. Periodical reviewing of teachers diaries. Well-being of the staff is insured and motivation is provided through Group Insurance Scheme and Provident Fund Measures etc. IQAC provide guidelines for the teacher for preparation of Research Proposal and motivated to prepare it. IQAC Monitor the quality of execution of curriculum IQAC contribute in upgradation of infrastructure of the institute There is a separate head for staff development in Budget. Professional Development of faculty is ensured by motivation to undertake major/minor research projects. They are also encouraged to organize/attend seminars, conferences workshop of respective subjects. The needs of the faculty development are assessed

through review meeting and deliberations in the staff council meetings. IQAC has organized various Programmes for skill up gradation.

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the staff member. Admission to various programmes, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme for UG & PG students, the teaching learning process, the system of continuous evaluation, various co-curricular activities, discipline and culture of the Institute. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. Regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses, through IQAC. Students are also free to approach the Director of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Principal and individual faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken the following: Introduction to Assignments Organising Seminar Powerpoint presentations and participatory ways of learning encouraged.

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

**6.5.3 - Quality assurance initiatives of the**

C. Any 2 of the above

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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**

Curricular, Co-curricular and extra curricular activities were conducted on Child rights , Gender justice, Gender equality , Gender sensitization workshops, Specific curriculum is dedicated to women and gender issues. Specific facilities provided for women in terms of: (a) Safety and Security • Conducted sessions on "Safety of Girls", and awareness on "Good touch-Bad touch" • Security checkpoints at campus entrance. • CCTV surveillance network installed at Classrooms, All Corridors, Faculty rooms and Administrative enclosures. • Mentoring mechanism in place • Strict implementation of Anti-Ragging, Anti-Smoking. • Awareness campaigns on women safety and gender sensitivity through street plays, rallies and camps, •Internal Complaint Committee (ICC) also functional to monitors such safety & security issues if any. • The Institute is the preferred destination of parents for education of their female wards as evidenced by the Stakeholder Feedback. (b) Counseling • Student Welfare Board (SWB) available for reporting issues and also counseling of both males and females' students. Grievance Redressal Committees for staff and students Counseling provided through Mentoring. • Community level

individual, family issues also dealt with. Counseling facility also available for the alumnis. Provided Career Counseling through Placement Cell.

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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

**E-Waste Management: E Waste generated by electronic equipments such as Computers, Printers, Reprographic machines is being disposed off directly through vendors.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting**

D. Any 1 of the above



<b>Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li>1.Restricted entry of automobiles</li> <li>2.Use of bicycles/ Battery-powered vehicles</li> <li>3.Pedestrian-friendly pathways</li> <li>4.Ban on use of plastic</li> <li>5.Landscaping</li> </ol>	C. Any 2 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	C. Any 2 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**

C. Any 2 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).

College provides an inclusive environment for everyone with tolerance and harmony towards curricular and extracurricular activities organized in the college promote harmony towards each other. Annual Cultural Festival, Sports meet, World Water Day, World Earth Day, International Women's Day, International

Population Day, International Health Day , International Literacy Day, Worlds Indigenous Peoples Day, International Youth Day, National Integration Day, National Students Day, all these days are purposely celebrated to create more inclusive environment , inculcate harmony toward cultural, regional, linguistic, communal, socio-economic and other important diversities among the student folks along with many more Committee for prevention of Caste based discrimination in higher education & Equal Opportunity Cell is functional in the college. community based outreach activities are organized which creates inclusive environment among the citizens of neighboring undeveloped communities. The college has included issues related to the vulnerable groups in its curriculum and students are placed in agencies working for persons with disability for doing their social work practicum and block placement leading to inculcating appropriate attitudes among them. Students are encouraged to participate in programs where they get opportunity to interact with students of other culture and become responsible citizens who appreciate cultural diversities

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

The college constantly works upon to develop students as better citizens of the country. In this regard, the institute, apart from imparting professional Social work education, inculcates a feeling of oneness among the student community through various practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our motherland. The College ensures that the students participate very enthusiastically in all such activities. The College celebrates the Independence Day & Republic Day with great enthusiasm. College organizes and celebrates the Social Justice Day, Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**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**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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 constantly works upon to develop students as better citizens of the country. In this regard, the institute, apart from imparting professional social work education, inculcates a feeling of oneness among the student community through various practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our motherland. The College ensures that the students participate very enthusiastically in all such activities.

The College celebrates the Independence Day & Republic Day with great enthusiasm. College organizes and celebrates the Social Justice Day, Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals. Everyone in the institute participates in the world's biggest festival of democracy i.e. General, State or Municipal elections and also performs their civic duties as functionaries. To show the feeling of oneness and solidarity, all the college functions are concluded with the recital of National Anthem

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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. Research Skill & Output Enhancement Programme:
2. Institutionalized Feedback System for Evaluation of Teachers by Students
3. Language Skill Development Programms

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

## 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

Matru Sewa Sangh a parent body of the Institute is going to celebrate its centenary year in 2020 by completing 100 years of its existence. It's a known fact in the Vidarbha region that more than half of the Nagpur city population is born in Matru Sewa Sangh Maternity Home. It is all women run organization serving in

the field of health, women and children welfare. Matru Sewa Sangh Institute of Social Work has always aspired to become a preeminent abode of knowledge and to nurture the students in democratic values to become committed social workers. Following the path laid by the Matru Sewa Sangh, the MSSISW continues its humble contribution in nation building. The college primarily focuses on emancipating, empowering and enlightening the weaker and marginalised and the women. It believes in attaining equality, equity and social justice. It does by providing social work education to women and weaker, marginalized and backward class students. More than 85% students are girls. Majority of the students belong to weaker and marginalized section. Only 19 percent are in the open category.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- To conduct undergraduate and post graduate courses in social work under semester pattern.
- To conduct short term programmes in two subjects: 1) Research Methodology, 2) Communicative English, and 3) PG Certificate Course in Counseling in collaboration with department of Lifelong Learning and Extension, RTM Nagpur University
- To ensure sustenance of the existing Field Action Projects.
- To organize National/International seminars and workshops.
- To collaborate with Sapir College, Israel to facilitate international social work training.
- To improve international collaboration in the field of international research and organizing international conferences.
- To initiate consultancy projects.