



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1. Name of the Institution

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 **WHCRoad, BajajNagar, Nagpur**
- City/Town **Nagpur**
- State/UT **Maharashtra**
- Pin Code **440010**

2. Institutional status

- Affiliated / Constitution Colleges **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 Jyoti Niswade**
- Phone No. **07122234393**
- Alternate phone No. **07122234393**
- Mobile **9595778886**
- IQAC e-mail address **iqacmssisw@gmail.com**
- Alternate e-mail address **mssisw@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)) <https://mssiswngp.edu.in/aqar/>

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

- if yes, whether it is uploaded in the Institutional website Web link: <https://mssiswngp.edu.in/wp-content/uploads/2024/04/Academic-Calendar-2023-24.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.00	2003	16/09/2003	15/09/2008
Cycle 2	A	3.03	2008	29/01/2009	28/01/2014
Cycle 3	A	3.01	2014	05/05/2014	04/05/2019
Cycle 4	B++	2.91	2023	11/04/2023	10/04/2028

6. Date of Establishment of IQAC **25/04/2004**

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

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

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

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

9. No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

Organized community service and outreach programs to foster social responsibility and civic engagement among students.

Promoted the use of Information and Communication Technology (ICT) in teaching, learning, and administration.

Initiated steps to work with the guidelines of the National Education Policy (NEP) 2020 and as per the directions implemented School connect Programmes

New appointment of the regular faculties, Principal and appointment of the contributory teachers

Establishment of well furnished computer laboratory

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

Plan of Action	Achievements/Outcomes
To conduct undergraduate and post graduate courses in social Work under semester pattern	conducted
To conduct short term programmes in Communicative English at the institutional level	conducted
To conduct a short term Certificate Course in Counseling in collaboration with department of Lifelong Learning and Extension, RTM Nagpur University	conducted
To fill up the vacant positions of teachers, Principal	conducted

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	27/04/2024

14. Whether institutional data submitted to AISHE

Part A

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Cycle 3	A	3.01	2014	05/05/2014	04/05/2019
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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Name	Date of meeting(s)
IQAC	27/04/2024

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
yes	13/02/2024

15. Multidisciplinary / interdisciplinary
<p>Matru Sewa Sangh Institute of Social work has prepared an institutional policy and plan for NEP 2020. which will serve as a roadmap for the institute, outlining the steps it needs to take to be ready for the policy. The institution has planned to start courses like Bachelor of computer Applications, (BCA) along with other certificate courses focusing on skill development of the students, which includes Certificate course in Counselling, Certificate course in accounts and Audit etc. which reflect the new demands of NEP 2020 and are aligned with the objectives of</p>

institution. The goal is to develop a holistic approach that takes into account the unique needs of modern society. Matru Sewa Sangh institute of social work along with its Executive body has made strategic plan for combining humanities and the sciences. MSSISW is a pioneer institute in the field of social work which works for the upliftment of community participation and service.

16.Academic bank of credits (ABC):

The Academic Bank of Credit (ABC) was introduced by Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU) last year in alignment with the objectives of NEP 2020. The institute proactively prepared the ABC for its students, ensuring they could fully benefit from this transformative initiative. The ABC system enables students to collect, store, and transfer credits earned through various streams such as college-based programs, apprenticeships, technology-enabled virtual mobility, and multiple entry and exit points. This innovative approach fosters greater flexibility in learning, allowing students to personalize their academic journey according to their interests and career aspirations. The ABC database provides a comprehensive assessment of students, encompassing the credentials and achievements they accumulate over time. It creates a unified platform for tracking academic progress across institutions and disciplines. By adopting the ABC, RTMNU empowers students to make informed choices about their education, ensuring a seamless transition between courses and institutions. This aligns with the NEP 2020's goal of promoting interdisciplinary learning and increasing access to quality education, enhancing students' overall academic and professional growth.

17.Skill development:

The institution places a strong emphasis on enhancing students' vocational education and soft skills to prepare them for the demands of the modern world. Recognizing the importance of 21st-century skills, it integrates creativity, critical thinking, problem-solving, goal-setting, and decision-making into the curriculum. These efforts aim to bridge the gap between theoretical knowledge and practical application, ensuring students are equipped to navigate real-world challenges effectively. Workshops, hands-on training, and collaborative projects are regularly conducted to foster these skills, promoting innovation and adaptability. The institution also encourages students to take part in internships and community-based initiatives, enabling them to gain exposure and develop a holistic perspective. By focusing on both technical and

interpersonal competencies, the institution prepares students to excel in their careers and personal lives. These initiatives reflect a commitment to nurturing well-rounded individuals capable of contributing meaningfully to society and thriving in a competitive global environment.

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

Social work education emphasizes value-based learning to foster positivity and holistic growth among students. This approach integrates the development of humanistic, ethical, constitutional, and universal values, including truth (Satya), righteous conduct (Dharma), peace (Shanti), love (Prem), and non-violence (Ahimsa). By weaving these principles into the curriculum, social work education nurtures a sense of moral responsibility and empathy in learners. Students are encouraged to embrace scientific temper, citizenship values, and life skills, equipping them to address societal challenges effectively and ethically. Through experiential learning, community engagement, and reflective practices, they gain a deeper understanding of diverse perspectives and the importance of social justice. This comprehensive approach not only builds professional competencies but also instills a commitment to serving humanity. By cultivating these values, social work education shapes individuals who can contribute meaningfully to creating a more equitable, harmonious, and sustainable world.

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

All courses are conducted as per the syllabus of Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), with examinations administered by the university. The curriculum includes essential components like social work practicum, research dissertations, agency visits, rural camps, and study tours, all implemented on a stipulated schedule following RTMNU guidelines. Under the NEP 2020 framework, a School Connect Programme was extensively carried out, engaging with high schools across Nagpur city and nearby villages. This initiative aimed to reach students from economically disadvantaged backgrounds, facilitating their integration into mainstream education. Outreach programs through fieldwork further strengthened efforts to empower these students educationally. These initiatives align with the NEP 2020's goal of increasing the Gross Enrollment Ratio (GER) by fostering access to quality education for all. The institution remains committed to enabling educational empowerment and achieving holistic development, ensuring inclusivity and excellence in the

learning experience.

20.Distance education/online education:

The Executive Committee of the MSS and MSSISW has planned a range of skilling courses to enhance students' practical knowledge and employability. These courses are designed to be accessible in both online and distance learning modes, ensuring flexibility and inclusivity for diverse learners. By offering such innovative programs, the institution aims to bridge the skill gap and provide students with industry-relevant training that complements their academic education. The institute adopts a student-centric teaching methodology, prioritizing active learning and engagement. It emphasizes the holistic development of students by integrating modern pedagogical techniques, such as experiential learning, case studies, and interactive sessions, into the curriculum. To further enhance the learning experience, students are provided access to a variety of resources, including well-equipped libraries, digital platforms, and mentorship from experienced faculty members. This approach not only fosters critical thinking and problem-solving abilities but also encourages students to take ownership of their learning journey. By creating an environment that supports personalized growth, the institute empowers students to excel academically and professionally while preparing them for real-world challenges.

Extended Profile

1.Programme

1.1

04

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

File Description	Documents
Data Template	View File

2.Student

2.1

225

Number of students during the year

File Description	Documents
Data Template	View File

2.2	209
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	93
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	09
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	13
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	09
Total number of Classrooms and Seminar halls	
4.2	1641161.41
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	39
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The MSS Institute of Social Work adheres to the curriculum and syllabus set by the Board of Studies of Rashtrasant Tukadoji Maharaj Nagpur University. It develops its own academic calendar aligned with the University's schedule. To ensure smooth implementation of the prescribed curriculum, the institute establishes various boards and committees at the start of each academic session. An action plan is formulated for the academic year, with subject teachers required to design teaching schedules based on the available working days and syllabus requirements. This ensures that the syllabus is covered within the designated time frame. The proposed action plans are reviewed during College Staff Council meetings to refine and optimize their execution. Additionally, the Board of Time Table creates the timetable before the commencement of the session to ensure an organized teaching framework.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mssiswngp.edu.in/wp-content/uploads/2024/04/Academic-Calendar-2023-24.pdf

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

As an affiliate of Rashtrasant Tukadoji Maharaj Nagpur University, the college follows the university's academic calendar for all curricular activities. Before each academic year begins, the college prepares its own academic calendar, which outlines the schedule for examinations, internal assessments, and various curricular, co-curricular, and extracurricular activities. The college must strictly adhere to the university's evaluation framework, with no flexibility to alter the assessment process. Internal assessments are conducted according to university directives, and the results, along with feedback, are submitted to the university. Faculty assign tasks aligned with university guidelines, and additional assessments include unit tests, annual

examinations, seminars, study tours, and industrial visits to enhance practical learning. For postgraduate students, internal evaluations involve fieldwork and seminar presentations. Student performance is continuously monitored, following the university's prescribed methods. Faculty share detailed evaluation sheets with students to address any queries regarding their assessments. Throughout the academic year, all departments strictly follow the university's schedule, ensuring that the process is closely monitored by the Principal.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://mssiswngp.edu.in/wp-content/uploads/2024/04/Academic-Calendar-2023-24.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

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)	View File

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

01

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)	View File

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

56

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

56

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

1.3 - Curriculum Enrichment

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

The institution actively addresses key issues such as ethics, gender equality, human values, environmental awareness, and sustainability. Spiritual development, guided by ethical values, is integrated into the curriculum to promote students' moral growth. To nurture these values, the institution commemorates the birth and death anniversaries of national heroes, leaders, and freedom fighters every academic year, contributing to students' holistic development. Equal opportunities are provided to students across academics, co-curricular activities, and sports. Awareness about gender discrimination is raised through guest lectures by notable speakers. Students are also encouraged to participate in initiatives like NSS and Life Long Learning programs. Teacher's Day is celebrated with unique activities such as 'Self Governance' and seminars, where students actively engage. Additionally, Environmental Studies is a mandatory subject, ensuring that students gain awareness about environmental issues and sustainability. These efforts reflect the institution's commitment to fostering responsible, socially aware, and well-rounded individuals.

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

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

03

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

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

225

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1v-qvmrCUc_kLB1v99MLFgOiGqtgsl7JS1/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

225

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

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

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

225

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

2.2 - Catering to Student Diversity

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

Strategies for Slow Learners:

The institute implements an induction program for all admitted students, with a specific focus on identifying slow learners. During this program, efforts are made to motivate students to participate actively in various activities, which helps in recognizing those who may need additional support. Once identified, slow learners receive tailored remedial classes conducted by subject teachers. These classes focus on clarifying doubts and re-explaining crucial topics to enhance understanding and improve performance.

Strategies for Advanced Learners:

To further develop the talents of advanced learners, the institute undertakes several initiatives. These students are often given leadership roles in various programs organized both within and outside the institute. Additionally, motivational speeches are arranged to inspire and guide them towards future growth. Teachers also play a significant role in helping advanced learners achieve higher academic performance by providing targeted guidance to help them surpass their previous university examination results.

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

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

Number of Students	Number of Teachers
225	9

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

At this institute, both teachers and management strive to create a student-centric learning environment. The focus is on fostering independent thinking among students. To enrich their learning experience, several methods are employed:

Experiential Learning: Students engage in social responsibility activities such as NSS programs in nearby villages, awareness campaigns, and blood donation camps. They also participate in seminars, assignments, study tours, and field visits. The college frequently invites experts from other institutions to share their insights with the students. Additionally, the library and computer facilities play crucial roles in enhancing student knowledge.

Participative Learning: The institute actively encourages participative learning, promoting student involvement and engagement in the educational process.

Discussions: A wide range of topics, especially in the arts, are discussed to encourage students to think broadly and develop their own opinions and suggestions. This approach helps broaden their perspectives and fosters a deeper understanding of the subject matter.

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

PowerPoint Presentations: Faculty members utilize PowerPoint presentations, including video lectures, based on the syllabus and tailored to session requirements.

Training Programs: The institute arranges both internal and

external training programs for the comprehensive development of students. Internal programs are conducted by in-house faculty, while some are led by external experts.

Seminars and Guest Lectures: A variety of seminars and guest lectures are organized, with distinguished academics invited to share the latest trends and developments in their respective fields.

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

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

9

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

9

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

9

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

2.5 - Evaluation Process and Reforms

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

The institute follows the Continuous Internal Evaluation (CIE) system for assessing students' academic performance, adhering to the guidelines set by R. T. M. Nagpur University, Nagpur. Each course is evaluated out of 100 marks, with 20 marks allocated for institute-level assessment and 80 marks for the end-semester examination conducted by the university. The CIE system varies across courses, focusing on assignments, viva-voce, attendance, and tests for the 20 marks. The institute implements the internal assessment system prescribed by the university to evaluate students.

To ensure transparency in internal assessment, the institute follows several practices:

1. Displaying Continuous Internal Evaluation norms.
2. Sharing evaluated assignments with each student individually.
3. Returning evaluated answer sheets from class tests.

Providing evaluative remarks on subject presentations and viva-voce seminars by faculty.

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 the Institute Level: Faculty members distribute evaluated answer scripts of class tests and assignments to students, addressing any clarifications or grievances promptly. If a discrepancy is found, the concerned faculty resolves it and takes corrective action. If a student remains unsatisfied with the resolution, they can escalate the matter to the Principal.

At the University Level: Students can express grievances by following the university's evaluation procedures. For exam form filling and correction, students are informed to complete their examination forms within the stipulated time. The concerned staff submits students' information online to the university, which then provides a checklist to the institution. This checklist is reviewed for accuracy in details such as names, subjects, classes, and dates of birth. Corrections are made and resubmitted to the

university.

Re-valuation & Recounting: If students are dissatisfied with their awarded marks, they can apply for recounting within a week of the result declaration through the institute's office. The institute submits these grievances to the university along with the prescribed fees collected from the students. The university sets a timeframe each year for the submission of marks-related grievances and the subsequent 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 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Vision and Mission statements are prominently displayed on the college website and throughout the campus, including locations such as the institute entrance, corridors, Principal's chamber, Trustee's cabin, Library, and IQAC office.

The institute has clearly defined Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs). POs and PSOs are communicated through the college website, the Library, and included in teachers' course files. The COs are written by the respective faculty members and are maintained in their course files. Faculty members discuss COs with students during the introductory lecture of each subject or course, ensuring that students are aware of the expected learning outcomes from the beginning.

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

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

The attainment of Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) is conducted in four stages: Planning, Implementation, Evaluation, and Action Taken.

1. **Planning:** Various outcomes are defined, and correlations between outcomes and assessment tools are established. A mapping matrix is prepared for each CO, PO, and PSO in the program, including elective subjects.

2. **Implementation:** Individual faculty members use various direct tools such as class tests, university exams, assignments, seminars, and projects to evaluate COs. The Principal assesses POs and PSOs by evaluating COs and using indirect tools like feedback from alumni, teachers, and students.

3. **Evaluation:** The attainment of all outcomes is calculated and compared with the expected levels of attainment set by the subject teacher for COs and by the Principal for POs and PSOs.

4. **Action Taken:** If the attainment meets expectations, the concerned faculty member is appreciated. If there is a deviation from the expected outcome, necessary corrective actions are initiated to align the outcomes with the 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

78

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://forms.gle/9WakdKE7Fcx5hKYz8>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

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)	View File

3.2 - Research Publications and Awards

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

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

04

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

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

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

00

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

3.3 - Extension Activities

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

The college encourages students not only to absorb current knowledge but also to be enterprising and innovate new products and ideas. Activities by various students and societies have fostered an ecosystem for innovation and the creation and dissemination of knowledge. Among these efforts, several stand out:

The college has urged students to conduct rural surveys under the NSS rural camp to assess the socio-economic, educational conditions, and employment opportunities of rural populations. Through these surveys, students gain insights into the lives of rural people. After identifying their problems, students raise awareness about government schemes for rural development and welfare. Additionally, students are encouraged to participate in plantation activities as part of environmental conservation efforts.

The college also organizes talks by alumni, who share practical insights on starting enterprises and the challenges they faced. As a result of these programs, many students and alumni have successfully launched their startups. These budding and established alumni entrepreneurs are regularly invited to interact with current students to inspire them to pursue entrepreneurship.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/12Pndfe_pRFjv1bVj8qgvnJVOXCSbMuBIQ/edit?usp=sharing&ouid=114651621793595169889&rtpof=true&sd=true
Upload any additional information	No File Uploaded

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

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

00

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

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

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

10

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

00

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

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

03

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

00

File Description	Documents
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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The 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.

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.

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

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)	View File

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

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

1411892.80

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. Library is partial automated.

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

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

E. None of the above

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

00

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

1800

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 process through ZOOM Meeting, we also utilized other platforms like Google meets, Google Classroom, etc.

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

4.3.2 - Number of Computers	
39	
File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	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)	
00	
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)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
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.

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

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

139

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 benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

00

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

00

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	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

05

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

5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
25	
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	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
02	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
01	

File Description	Documents
e-copies of award letters and certificates	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)	View File

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

To ensure the smooth organization of all events throughout the year, various committees comprising faculty members and students are established. Students are provided equal opportunities in the planning and execution of these events. Annually, the college hosts a social gathering featuring several competitions including sports, games, and cultural events. A committee of teachers and students is formed specifically for organizing this annual gathering, ensuring equitable distribution of responsibilities. Students from all classes participate in these events, which include individual and group sports such as slow cycling, track events, table tennis, chess, badminton, weightlifting (for both boys and girls), shot put, and skipping for girls. Additionally, cultural events feature individual activities like 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

138

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)	View File

5.4 - Alumni Engagement

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

Alumni play a pivotal role in enriching our academic and professional programs, particularly within the realm of social work. Their involvement extends beyond mere nostalgia, as they actively contribute to various aspects of our institution's functioning. Alumni associated with NGOs and other institutions provide crucial inputs for our social work practicum and study tours. Their real-world experience and insights help shape the practical training of our students, ensuring that theoretical knowledge is effectively complemented by practical exposure.

Moreover, alumni are regularly invited to conduct training sessions for students preparing for placements. These sessions offer invaluable guidance, equipping students with the necessary skills and knowledge to excel in their professional pursuits. By sharing their experiences, alumni serve as role models and mentors, inspiring students and providing them with a realistic perspective on career development.

Additionally, our placement cell benefits significantly from alumni connections. Institutions where our alumni are employed often reach out to us with employment opportunities, facilitating campus interviews and aiding in the placement process. Alumni, thus, act as bridges between current students and the job market, enhancing employment prospects and fostering a strong professional network. Their ongoing support and engagement are instrumental in sustaining the dynamic and supportive ecosystem of our institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Our Vision</p> <p>The Matru Sewa Sangh Institute of Social Work aims to be a leading hub of robust, committed, futuristic, and people-centered knowledge addressing human complexities. We impart professional knowledge, skills, and attitudes to build an emancipated, enlightened, and empowered democratic society. Our goal is to develop professionals dedicated to creating an inclusive, exploitation-free society, sensitive to local, regional, national, and global challenges.</p> <p>Our Mission</p> <p>We strive to provide top-quality social work education, preparing committed professionals. Through theory, practicals, research, field action, and extension projects, we address India's social, cultural, economic, and political realities. As a pioneering institute, we set standards for achieving equality, equity, social justice, secularism, and freedom, eliminating all forms of discrimination and exploitation.</p> <p>The institute's mission statement highlights its unique role in addressing societal needs, supporting students, and aligning with its values and future vision. Both the Vision and Mission are aligned with the objectives of higher education, social work and</p>	

women empowerment. The institute's formal and informal coordination of academic and administrative planning demonstrates its commitment to achieving its vision.

File Description	Documents
Paste link for additional information	https://mssiswngp.edu.in/vision-mission/
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 meetings, the management engages with the heads of the institution to discuss the responsibilities of teaching and non-teaching staff for quality performance. To ensure efficient functioning, the institutional head forms various committees during Staff Council Meetings, consisting of in-charges and members from the teaching staff. The management and Principal periodically review staff performance through feedback forms, self-appraisals, and personal interactions. These issues are deliberated upon during the CDC 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:

The institute follows the RashtrasantTukadoji Maharaj Nagpur University syllabus, while also incorporating additional knowledge and skills needed in the field or industry. It consciously includes current social issues in the curriculum and various activities. Faculty members actively participate in modifying the university syllabi to ensure it remains relevant. The institute provides extra inputs to enhance students' knowledge and professional skills.

Research and Development:

Recognized as a Centre for Higher Learning & Research, the institute has established the Board of Research Resources & Innovations to encourage faculty to submit research proposals to funding agencies and undertake research consultancies. Last academic session, one minor and two major research projects sponsored by UGC & ICSSR were completed. Additionally, the institute launched a short-term Post Graduate Certificate Course in Counseling. Research workshops for PG students were conducted, with reviews of research synopses to help students improve 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 creates an annual action plan covering academic programs, field action projects, and infrastructural improvements, including renovation and maintenance. This plan guides decisions on budgeting, infrastructure development, faculty recruitment, and decentralized governance, granting operational autonomy for selected issues. Activities are implemented and evaluated according to this plan, which also includes national and international linkages and academic activities. The institute incorporates modern technology, strategies for running self-financed postgraduate programs, processes for recruiting teaching and non-teaching staff, and networking with various GOs and NGOs.

Administration:

Scholarship administration for students is fully managed through e-governance, from application to direct transfer of funds to beneficiaries' bank accounts. Internal marks and external viva-voce marks are submitted to the university online. Correspondence with the university, state government authorities, and UGC is also partially conducted 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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

There is both formal and informal coordination between various curricular and co-curricular committees, as well as between teaching and non-teaching staff, to improve the quality of education. Office administration is decentralized, with non-teaching staff managing responsibilities such as scholarships, general insurance, railway concessions for students, admissions, and provident fund management. Teaching faculty are assigned duties through various internal committees. The college administration supports staff career advancement by facilitating promotions and encouraging participation in faculty development programs, forwarding necessary communications to the appropriate authorities.

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

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

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

00

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

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

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

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

02

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)	View File

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

The IQAC continuously reviews and implements measures to enhance the quality of the teaching-learning process. An Academic Calendar is prepared in advance, displayed, and circulated among staff members. This calendar includes information about admissions to

various programs, examination schedules, and result announcements. All newly admitted UG and PG students are required to attend an Orientation Programme, which covers the teaching-learning process, the continuous evaluation system, various co-curricular activities, and the institute's discipline and culture. Students are informed about the timetable, program structure, and course syllabi before the semester begins. Regular feedback is collected from students to improve the teaching-learning process. This feedback is gathered both individually by teachers for their respective courses and through the IQAC. Students are also encouraged to approach the Director of the Institute with their feedback and suggestions. The collected feedback is thoroughly analyzed and shared with the Principal and individual faculty members. Based on IQAC recommendations, teaching-learning processes are reviewed and improvements are implemented. Major initiatives taken include the introduction of assignments, organizing seminars, and encouraging PowerPoint presentations and participatory learning methods.

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 and contingency grants following due assessment. Budgetary provisions are made in advance to cover day-to-day expenses. The grants received from the government, allocated for various quality programs, are spent accordingly. Internal audits are conducted by the chartered accountancy firm Jodh & Joshi Company, which prepares the audit report.

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

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

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

00

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

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

The institution actively seeks to mobilize government and non-government grants to enhance its infrastructure and knowledge resources. To achieve this, it prepares and submits proposals to relevant authorities such as the UGC and the State Government of Maharashtra. The institution also welcomes donations, memorial prizes, and endowments from staff members, alumnae, and guardians for its prize and endowment funds. Additionally, it engages with alumni and other stakeholders to explore revenue-generating avenues, some of which have been successful. All financial grants received are fully utilized with the best interests of the stakeholders in mind. The library functions as a comprehensive knowledge resource center.

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 assurances 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.

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

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 wordseach

The IQAC continuously reviews and implements measures to enhance the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed, and circulated among

staff members. This calendar includes information about admissions to various programs, examination schedules, and the declaration of results.

All newly admitted UG and PG students are required to attend an Orientation Programme, which covers the teaching-learning process, the system of continuous evaluation, various co-curricular activities, and the institute's discipline and culture. Before the semester begins, students are informed about the timetable, program structure, and course syllabi. Feedback is regularly collected from students to improve the teaching-learning process. Teachers gather individual feedback for their respective courses through the IQAC, and students are encouraged to approach the Director of the Institute with feedback and suggestions. This feedback is thoroughly analyzed and shared with the Principal and individual faculty members. Based on the IQAC recommendations, the teaching-learning processes are reviewed and improvements are implemented. Major initiatives include the introduction of assignments, organizing seminars, and encouraging PowerPoint presentations and participatory learning methods.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

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

The Institute believes in the principle of Gender Equity and promotes the same in all its activities and programmes. The institute also realizes the importance of gender sensitization therefore it has prepared an annual action plan for gender sensitization. It also conducts workshop regularly on gender sensitization and sexual harassment at workplace act. It has organized One Day Webinar on the topic "Misuse of Social Media and its Effect on Gender Sensitization" on 8th December 2023. A workshop on 1 February 2024 on Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act 2013; followed by a workshop on 13 March 2024 on Gender Sensitization.

Safety of women is of paramount concern of the Institute. MSSISW is committed to the cause of safety of women and female students on the campus. It ensures a safe, secure and violence free environment. The Institute has provision of sanitary napkin automatic vending machine in girls washroom. It has hostel for women and women students who need hostel rooms should be given this facility. The Institution has an Internal Complaints Committee (ICC) constituted as per the legal requirements in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1a6neJtqG7yTGKs98aaVLOjcKM_sWWP-k/edit?usp=sharing&oid=114651621793595169889&rtpof=true&sd=true
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/drive/folders/1TBn0F-duPOEzEX2TiiRdykGRtL72iyzm?usp=sharing

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

<p>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</p> <p>The Institute is conscious of the waste management to keep the campus clean and eco-friendly. The waste management in the campus is as follows:</p> <ul style="list-style-type: none"> Solid waste management <p>The normal dry waste in the campus is carried out by NMC workers. Composting process is used to handle the wet solid waste.</p> <ul style="list-style-type: none"> Liquid waste management <p>The liquid waste generated from the campus goes directly to the drainage system created by the local authorities in the vicinity of the Institute.</p>

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1D79t-ziyLAq6CuKtGz66Pe8nIL_e9KCB/view?usp=sharing
Any other relevant information	No File Uploaded

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

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

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

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

E. None of the above

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

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

The Institute is committed to fostering an inclusive and equitable

learning environment, providing education to all students irrespective of their culture, region, community, socio-economic background, or gender. Upholding the values of diversity and inclusion, the Institute ensures equal opportunities for all, both academically and socially.

The faculty and staff represent a wide spectrum of cultures, regions, and communities, creating a vibrant and multicultural atmosphere. This diversity is reflected in the interactions among students, teachers, and staff, promoting mutual respect, understanding, and a sense of unity. A common platform is made available to all students, ensuring that no individual is disadvantaged due to their background. This principle extends to all aspects of student life, including academics, extracurriculars, and co-curricular activities. Students are encouraged to actively participate together in various events organized by the Institute, such as sports competitions, cultural festivals, annual social gatherings, and extension activities. These activities provide opportunities for collaboration and foster a sense of camaraderie among participants. Through this inclusive approach, the Institute not only nurtures academic excellence but also instills values of equality, respect, and teamwork, preparing students to thrive in a diverse and interconnected world.

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 Institute organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated every year are as follows: The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this

occasion a program comprising of speeches on national importance, patriotic songs and dances are organized. Various types of Pledge taking activities as per Government directives are also organized. The Institute organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighborhood on the occasion of Gandhi Jayanti. Programs imbining Human Values and Professional Ethics are also organized regularly in the Institute under extension activity cell Institute pays respectful homage to Missile Man and Former President of India Dr. APJ Abdul Kalam on his birth and death anniversaries. Dr. Ambedkar Jayanti is celebrated every year. For every Local, Vidhan Sabha and Lok Sabha election holiday is given for the students and staff to cast their vote; as well awareness of voting is also being spread in the neighborhood.

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

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	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 Institute organizes national and international commemorative days events during the year. The aim behind it is to inculcate among the students the ethics and moral values present in these important days. The institute celebrated Dr. Ambedkar Jayanti and held a book exhibition of important works of Dr. Ambedkar. The Institute celebrates Independence Day and Republic day with great fervor every year. There was a celebration on the anniversary of Savitribai Fule. The Department of National Service Scheme (NSS) organized the World Information Day; HIV/ AIDSAWARENESS Programme in collaboration with GOURAV Trust Nagpur. These and many more important days and events are celebrated in the Institute to give them appropriate ethos along with academic input.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	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.

No. 1. Title: Awareness about Various Scholarships Schemes of state and central government: Objective: To spread awareness regarding various scholarships The Context: To help students who are deprived of education due to lack of financial resources. The Practice: Students are informed about various scholarship schemes of the state and central government. Evidence of Success: There is an increase in the number of students from the economically backward section.

year Academic Year Number of Students benefitted by Scholarship

2021-22 =188 2022-2023 =163 2023-2024= 125 Problems Encountered and Resources Required: To get the students to submit the required

documents within the deadline

NO 2 Title: organising Awareness Programmes Objective: To spread awareness among the students about important issues of social concern. To train the students in organizing such awareness programmes. The Context: It is important to spread awareness among the youth of today regarding cancer and HIV AIDS. The Practice: Eminent and experienced resource persons working in the specified areas are invited to share their knowledge. Evidence of Success: Students benefited from the workshops which helped them in their field and writing research projects. Academic Year Number of Students benefitted 2023-2024 = 20 Problems Encountered and Resources Required: Reaching out to people.

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

7.3 - Institutional Distinctiveness

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

The institute is dedicated to the holistic development of its students by organizing various awareness programs on critical societal, environmental, and professional issues. To ensure meaningful learning, eminent resource persons from diverse fields are invited to conduct engaging sessions, sharing their expertise and real-world insights. These interactions inspire students and deepen their understanding of contemporary challenges and opportunities.

In addition to in-class learning, the institute arranges observational visits to various NGOs, organizations, and industries throughout the year. These visits provide students with valuable exposure to the functioning of different sectors, enabling them to connect theoretical knowledge with practical applications. Students gain firsthand insights into innovative practices, recent developments, and the operational dynamics of the outside world.

Such initiatives help bridge the gap between academics and industry, fostering critical thinking and problem-solving skills. By offering opportunities to engage with professionals and explore diverse environments, the institute prepares students to adapt to

the evolving demands of their chosen fields while instilling a sense of responsibility toward societal growth and development.

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

7.3.2 - Plan of action for the next academic year

The institute is committed to equipping students with industry-relevant skills to enhance their employability and future prospects. Recognizing the increasing importance of technology in every field, the institute plans to introduce computer-related courses focusing on Information and Communications Technology (ICT). These courses will enable students to develop essential skills in areas such as computer operations, digital tools, software applications, and basic programming. By integrating these courses into the curriculum, the institute aims to prepare students for the digital demands of modern workplaces and foster their adaptability in a technology-driven environment.

Additionally, the institute intends to start specialized courses in audit and accounting. These courses will provide students with practical knowledge of financial management, auditing principles, and accounting techniques. With a focus on both theoretical and applied aspects, the programs will cater to the needs of students aspiring to build careers in finance, banking, and corporate sectors.

These initiatives reflect the institute's dedication to providing a comprehensive and dynamic education. By offering courses aligned with current industry trends, the institute aims to bridge the skill gap, ensuring students are well-prepared to excel in their chosen fields and contribute meaningfully to their professional domains.