



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	GONDIA EDUCATION SOCIETY'S MANOHARBHAI PATEL COLLEGE OF ARTS AND COMMERCE DEORI
• Name of the Head of the institution	DR. ARUN KEWALRAM ZINGARE
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07199295101
• Mobile No:	9422134578
• Registered e-mail	mbpcdeori@gmail.com
• Alternate e-mail	arunzingare@yahoo.in
• Address	GONDIA EDUCATION SOCIETY'S MANOHARBHAI PATEL COLLEGE OF ARTS AND COMMERCE DEORI. DIST- GONDIA
• City/Town	DEORI
• State/UT	MAHARASHTRA
• Pin Code	441901
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY NAGPUR
• Name of the IQAC Coordinator	DR. ABHINANDAN GURUPRASAD PAKHMODE
• Phone No.	07199295101
• Alternate phone No.	7972241471
• Mobile	8149691299
• IQAC e-mail address	abhiponly@gmail.com
• Alternate e-mail address	mbpcnaac@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://mbpcdeori.com/pdf.php?file name=82561-aqar-2019-20.pdf&amp;dirname=iqac">http://mbpcdeori.com/pdf.php?file name=82561-aqar-2019-20.pdf&amp;dirname=iqac</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="http://mbpcdeori.com/pdf.php?file name=92060-academic calendar 2020 -21.pdf&amp;dirname=institute">http://mbpcdeori.com/pdf.php?file name=92060-academic calendar 2020 -21.pdf&amp;dirname=institute</a>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	57.25	2004	16/09/2004	15/09/2009
Cycle 2	C	1.90	2019	01/04/2019	31/03/2024

### 6.Date of Establishment of IQAC

02/08/2005

### 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

Yes



Plan of Action	Achievements/Outcomes
Use of ICT	Browsing speed enhanced
Subscription of ejournals •	Availability of ejournals
Continue evaluation of students	Evaluation in regular intervals
Efforts for students' overall development	Guidance for competitive exams
Participation in extension activities	NSS activities
To make efforts for campus beautification	Plantation of saplings, trees, etc.
Environment protection	Focus on environment awareness subject

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>
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Name	Date of meeting(s)
Nil	Nil

<b>14. Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2020-21	21/01/2022

## Extended Profile

### 1. Programme

1.1 3

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

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 749

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 696

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 196

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 15

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 30

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	3
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	749
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	696
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	196
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	15
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	30
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	9
Total number of Classrooms and Seminar halls	
4.2	6.05276
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	13
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

1. Preparation of Academic calendar 2. Meetings - (Principal H.O.D.) conducts regular meetings. Meeting of Staff council by principal an aim to prepare institutional own comprehensive curricular and co- curricular calendar of events, to constitute committees for supervision of overall admission process, academic & extracurricular activities. 3. Time Table - preparations by Time table Committee. Time Table is prepared by the time table committee. 4. Departmental meetings faculty members by HODS. With an aim to develop academic plan based on the college calendar to prepare timetable for distribution of the curriculum and the classes among the faculty member keeping in mind the syllabus to be taught in various unit tests. 5. Use of ICT in Teaching Learning Process Institution has provided us with screen and projector for effective curriculum delivery. Institution has well equipped computed laboratory far Collecting E-Learning resources so that students and teachers can use e-learning resources 6. Lecture centered innovative techniques: Faculty uses lecture

centered innovative techniques live class room, seminars, project reports, ppt presentation, group discussion, study tours, home assignments, special lecture an current issues and field study for inculcating self confidence and the ability to think independently among the students. 7. Periodic evaluation and parents teachers meeting,- A systematic structure of periodic evaluation has been standing of their ward. Parent teacher meetings have an important role in the chain of linkage between the college and its stallholders. Institution collectsfeedback from the students regarding the quality of teaching and the syllabus a written feedback from student on various aspects of teaching such as: Teacher's Communication skill, Syllabus completion Teacher student report Other required activities as presentation, assignments, projects, etc. Thus, it is ensured that teacher is truly involved in curriculum completion along other activities and it's required to rectify principal takes the required necessary action.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations. Our college follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs. The academic activities are conducted in adherence to the calendar of events except unforeseen circumstances. The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is



a well-defined process for the conduct of CIE as per the calendar of events. Continuous evaluation and assessments are also done for laboratory course, project work, etc. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
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**

**D. Any 1 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	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

00

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 )	<a href="#">View File</a>

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 college gives importance to conduct various activities each

year that address the cross-cutting issues such as Gender, Environment education, Human Rights Professional ethics, ICT Etc. These issues also form an integral part of curriculum at Institution level. 1.As per University curriculum for Semester IV (B.sc IInd Year) Environmental science is added in curriculum time table. Regular assessment and Exams are conducted for assessment of student's awareness regarding Environment plantation and conservation is created amongst students. Environmental rally and plantation programme is conducted every year. 2.As per government Resolution No. 2012/296/12/9 college launched "Jagar Janivancha abhiyan". The college implemented various programmes for the empowerment of women. The college always seeks the gender equality. By working under various channels like Anti-ragging, prohibition of Sexual Harassment all these activities reached at its absolute destination of women-empowerment. 3.The Women Development cell (WDC) of the college acted on the apex body to manage the campaign (Jagar Janivancha Abhiyan) and to cultivate u gender Equality, among students. Rally to spread awareness about the ill-effects of female Foeticide. 4.Slogan competition: to create Social awareness about the problems of woman in particular regarding gender discrimination. 5.Guest Lecture: to create awareness about laws protecting women. 6.Essay Competition: to increase awareness about female Foeticide amongst students. 7.International Women's Day is celebrated by organizing various programmes for empowerment of women. These programmes were focused on evaluating overall, efforts of the institution to sustain "Gender Equality" and cultivate" Gender Equality amongst Students. 8.Lecture arranged by Police Department for guiding Students for self Defence & protection Acts.

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	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/file/d/1CVZJCXghob4gg-fV9Rm_md-F1BZLPQq1/view?usp=sharing">https://drive.google.com/file/d/1CVZJCXghob4gg-fV9Rm_md-F1BZLPQq1/view?usp=sharing</a>

**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**

749

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

749

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Students of B.A., B.Sc. and B.Com admitted through direct admission process. We have maintained constant monitoring and evaluation of the student through efficient means. The assessment of the advance and slow learners are recognized by their performance in intermediate examination. This is the preliminary process to categorize the students as slow learners and advanced learners in a class. After onset of the classes as well as completion of a unit per subject, the unit test examination conducted and recognize the student as per their marks in that examination. The valuation of the internal assessment program by providing assignment and recognize the student as advance or slow learners. This streamlined process helps to encourage students to learn and create enthusiasm in classes. Slow learners: Special attention provided to the slow learners, the specific assessment also given to them and we try to increase the pass percentage of the students, with the help of personal counseling the student, the student counselor have assesses the temperament of their personality their problems and try to motivates them to achieve their academic purpose. Extra classes also organized to repeat the critical topics to improve presentation.

Quick Learners: They are recognized by their unit test examination and quality of internal assessment assignment given, interaction the classroom and laboratory, concept understanding and personal communication. College promotes some independent learning that contributes to their academic and personal growth. The students who have initiative to receive the supportive responsibility to involve the structural outcomes also provided with special attention. Approach for Improvement: Arranging extra classes, counteractive or remedial classes to clarify the difficulties, details explanation of the some hard problem related syllabus to improve the presentation, student attendance is also given and recorded. The specific seminar conducted by guest lecturer and also in annual function of various departmental societies helps to motivate the students to improve the mental ability of the

students to analyze problems and encourage students to regularly attend the classes. Notes of the some selected topic also given and also motivate to create their own notes and examined by respective teachers. Special attention is given to them regarding personal life. The college provides them career counseling guidance and attention by arranging the sessions for various fields of science, arts and commerce. All the teachers maintain good relation with all students.

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
16	749

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

To build the strong learning environment teachers provide them opportunities to build up the strength about the course to develop high quality knowledge about the course, improve the quality of understanding in future endeavor in life.

The learning is made student-centric by conducting unit tests, question- answer sessions, discussions in the theory and practical classes. The classroom lecture is a special form of communication between students and teachers. No matter what the topic is the delivery and manner of speaking influence the students' attentiveness with learning, The students are motivated to ask questions in the classroom to promote the spirit of curiosity. Suitable improvements are made in the teaching- learning process using inputs from students' feedback. In addition to the use of conventional teaching-aids like charts, blackboards, maps and models, the staff incorporates the use of projectors to make the

learning process more effective. There is also a provision for remedial teaching for slow learners who belong to weaker section of the society. The lecture method is supplemented by the interactive learning, group discussions, seminars, paper presentations, quiz competition, workshops, audio-visual methods and periodic assignments etc. Students are also encouraged to watch educational and informative TV programs on National Geographic, Discovery, Animal Planet, BBC, CNN etc. The college central library provides good number of reference books that helps the students for independent learning.

In experiential learning, the students have learned through experiences. The specific groups of students were selected with respect to their past knowledge for specific task by faculty members and allow them to achieve the task under guidance of respective teachers.

In participatory learning some specific advanced learning methods like group discussions, compilations of information of various social issues or case studies, environmental surveys, educational excursions, collection and identification of the material, cataloging etc. this is most important, effective and essential way of learning to develop high quality knowledge.

In collaborative learning the teachers and students work together to speed up the knowledge, interact together to explain or resolve the task. It is same as to that of group discussion in which group of students and teachers create a topic for time bonding to discuss and provide feedback to explain the exact mean. In this learning process thorough understand of the topic is expected just like meaning, analysis and output of the problem, its drawback and result to sort out the scope and importance.

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

Today, it is essential for the students to learn and master the latest technologies in order to be



corporate ready. As a consequence, teachers are combining technology with traditional mode of

instruction to engage students in long term learning. College uses Information and Communication

Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute ICT Tools:

1. Projectors- 2 projectors are available in college.
2. Desktop and Laptops- Arranged at Computer Lab and Faculty tables.
3. Printers- They are installed at Labs, office and all prominent places.
4. Photocopier machines - Multifunction printers are available in the institute.
5. Scanners- Multifunction scanners are available at all prominent places.
6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.
7. Auditorium- It is digitally equipped with mike, amplifier, audio system.
8. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
9. Digital Library resources like InflibNet- N-List, National Digital Library (NDL)

#### 1. Use of ICT By Faculty

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in

their teaching by using LCD's and projectors. They are also equipped by digital library,

online search engines and websites to prepare effective

presentations.

B. Online quiz- Faculties prepare online quiz for students after the completion of each unit with

the help of GOOGLE FORMS.

C. Video Conferencing- Students are counselled with the help of Zoom / Google meet applications.

E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.

F. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

11

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

30

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. College follows Rashtrasant Tukadoji Maharaj Nagpur University Nagpur guidelines for internal assessment. The college prepares an Academic Calendar in line with university calendar prior to the start of the academic year in consultation with the Heads of the Departments. As per the Internal Assessment scheme provided by RTM Nagpur University, the internal assessment is done by the college at least 15 days prior to the final examination of each semester. The marks are sent to the university immediately after the assessment in the prescribed format. The internal assessment marks allotted to each theory paper as per the guidelines of the university. 10 marks per internal assessment per paper are allotted. The marks is awarded on the basis of assignments like class test, attendance, projects assignments, seminar, study tour, industrial visits, visit to educational institutions and research organizations, field work, group discussion or any other innovative practices and activity. There are two assignments per theory papers. The faculties conduct the internal assessment activity during the regular teaching days or periods as a part of regular teaching activity. The records of all the activities kept in the departments until six months after the declaration of the results of the semester. At the beginning of each semester, every teacher is inform to the students unambiguously the method of propose to adopt and the scheme of marking for internal assessment. The teachers announce the schedule of activity for internal assessment in advance in consultation with head of the Departments. Final submission of internal marks to the university is before the commencement of the University theory examination.

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

Students apply for revaluation and verification of marks. The University provides the photocopy of answer books to students on demand after paying some fee. After receiving own answer-sheet if student wants he/she can apply for reassessment of answer book. In

addition, follow up is kept with the University until the grievance is settled. An aggrieved student who has the grievance(s) at university level shall make an application to the university through the principal of the college. The principal, after verifying the facts, shall forward it to the concerned section of the university. The university redress all such grievances within a reasonable time, preferably within fifteen days of the receipt of application. The application submitted by the aggrieved student shall be forwarded to the concerned section (Dy Registrar) viz. Academic grievance, administrative grievance etc. The university level committee is responsible to redress the matter.

If the student is not satisfied with this decision, he/she can submit appeal to the higher authorities (Registrar/ VC) within a stipulated time. University level committee shall process grievance(s) submitted by the students within a stipulated period.

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.

All courses have particular set of objectives which are approved by the Board of Studies of the Rashtrasant Tukadoji Maharaj Nagpur Universityn Nagpur. Course Outcome of the respective subject designed by considering these Objectives. The copies of the syllabus are kept in the College library and respective departments for students. The students are made aware of the learning outcomes through the Principal's address in the beginning of the academic year in the form of introduction programme. The faculty of every subject explains course objectives, evaluation pattern, marking scheme etc. to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://drive.google.com/file/d/115KlHSI3DBXth3g6HIuL1m72w6XTBtWk/view?usp=sharing">https://drive.google.com/file/d/115KlHSI3DBXth3g6HIuL1m72w6XTBtWk/view?usp=sharing</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The college measures the attainment of the POs, PSOs and Cos through the continuous internal assessment according to RTM Nagpur University. The course outcomes (Cos) are recognizing the specific knowledge expected to be gained from the course conducted. Programme outcomes (Pos) are describe for what students are expected to know and be able to do upon the completion of a specific program. Programme specific outcomes (PSOs) are what the students of a specific programme should be able to do at the time of studying in the proramme. Constant evaluation is done regularly to know the attainment. Unit test are programmed by the faculty members, its analysis and made strategy of improvement is done after the valuation. Seminars and group discussions organized for all students from which the students are evaluated for their knowledge, skills and thinking power. Assignments are given to the students helps to measure the attainment programme specific outcomes. The internal assessment of the student are conducted as per the criteria of RTM Nagpur University. Various competition viz. quiz competition, debate competition, helps to know about the knowledge and information of the students. Some co curricular activities, field visits help to evaluate the students. The RTM Nagpur University conducted semester/annual examination for courses of semester and annual pattern respectively. After having the result the analysis of the terminal exam is also done to know the level of attainment of POs, PSOs and COs. Strategy for improvement is made and implemented. The result is analyses by each department in their subject.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/115KlHSI3DBXth3g6HIuL1m72w6XTBtWk/view?usp=sharing">https://drive.google.com/file/d/115KlHSI3DBXth3g6HIuL1m72w6XTBtWk/view?usp=sharing</a>

## 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

198

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

<http://www.mbpccdeori.com/pdf.php?filename=35987-2.7.1-20-21-students-satisfaction-survey.pdf&dirname=institute>

## 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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

21



File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Staff as well as students of our Institute actively participates in various community services. Every year some services provided to the society by the staff and students, which is listed below. NSS unit of the college has organised and participated in different programs in and out of the Institute for a social and noble cause. Remarkable programs such as,

1. Cleanliness drive & Tree Plantation and conservation were held in the Institute to make campus Plastic free; all NSS volunteers took part in campus cleaning.

2. Blood donation camp was organised by the NSS unit in collaboration.

3. Traffic Awareness Program was organised regarding safety measures to be adopted while driving.

4. Celebration of Constitution Day on 26 th November and National Science Day on 28th Feb.

6. Celebration of birth and death anniversaries of National Leaders and Freedom fighters for motivation of students.

7. The institution work in collaboration by organising various co-curricular activities and competitions like seminars, quiz, debate, poster for overall development of the students.

These activities positively impact students' social, emotional and inter-personal development. By working together with individuals' students can easily learn how to communicate with society, lead and negotiate with others. These activities help the students to understand the importance of time management, improve their self-confidence and also academic and intellectual competence.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

12

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

150

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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**

2

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

## 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.

**Facilities for the institution for creation and enhancement of infrastructure:**

1. LMC makes plans for enhancement / creations
2. LMC prioritizes enhancements as per budgetary provisions.
3. The institutions emphasizes on enhancement of existing infrastructure and add new amenities to facilitate effective teaching and Learning like use of Over Head Projector, Computer Laboratories, establishment of Girls' common room etc.

**Details the Facilities available for:**

The institution strives to provide best possible infrastructural facilities to promote

Curricular and co-curricular activities as well as academic excellence among the students.

**Classrooms:** Spacious classroom, one equipped with public address system.

**Computer Laboratory:** Internet and Wi-Fi enabled computer laboratory with dedicated systems.

**Laboratory:** Each department is provided with well-equipped laboratory.

**Botanical Garden:** Eye-soothing botanical garden with the information display board for each species with bore-well

**Examination Control room:** Dedicated examination room with well equipped equipments.

**Link:** <http://www.mbpcedeori.com/>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 Physical infrastructure is available in the college for Extra-curricular Activities.**

**Sports:** Dedicated sports department with requisite number of sports facilities. Institution caters to indoor games like chess carom and has an open ground around the 4 Acre for Outdoor games like Volleyball, Kabaddi, Cricket etc **Cultural activities:** Various cultural programmes are organized the cultural committee on annual basis and students are encouraged by giving prizes for various activities. **NSS:** A separate unit for NSS as per the prescribed norms of university with required amenities is active since 1990. The unit organizes various activities and camp as per the university norms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.**

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

47163

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college has central library. There is library software for maintenance of books. The reading room is well furnished to accommodate students at a time and provides environment conducive to study. Exclusive reference section is available in the library. A visitor's book is maintained for students and staff. New arrivals of books and journals are displayed on separate stands and racks. Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. Visitors are also required to sign at the time of entry. CCTV cameras are installed in the library for strict surveillance.

The library software details are as follows:

- Name of ILMS software : LIBMAN
- Nature of automation : Fully Automation
- Version : 2.0 version
- Year of Automation : 2011

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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** C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

23850

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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

832

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

- All the systems have genuine licensed software from Microsoft Corporation.
- MS-Office is all licensed and genuine
- Most computers are connected by LAN and have internet facility
- Science departments are provided with computers and LAN for use of faculty and students.
- Library is well equipped with computers for the use of library staff, college faculty and the students.
- BSNL internet facility is provided with router for Wi-Fi connection.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

258235

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

##### Maintenance and utilization of the Infrastructure Facilities:

The maintenance and upkeep of the infrastructure facilities are carried out with the support of the heads of the particular department.

##### Laboratory Equipment:

The equipment and machineries in the laboratory are maintained by the lab attendant with the advice of HOD.

##### Computers, Software's & UPS:

The computer maintenance is looked after by Librarian with the help of outsourced computer mechanic. It includes smooth running of automation, up-gradation and maintenance of computer package,

college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software.

#### Library:

The library is headed by librarian He is supported by the library attendant. Libman software is used to help the students for searching and lending of the books in the library.

#### Physical Education:

The physical education department is facilitated by the physical directors to educate the students. Physical education department is equipped with the play kits.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

721

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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	<a href="http://www.mbpcedori.com/">http://www.mbpcedori.com/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

89

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

89

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

8

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

3

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

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 )

The college does have Students' council. The students' council selection, constitution, activities and funding follow the norm of Maharashtra University Act 1994. All members of the Students' council are selected on the basis of merit, excellence at extracurricular activities such as sports, NSS and a Lady Representative. The members of the Students' council act as a bridge and catalyst between the students and the college. The council offers its suggestions and helps in coordinating various activities. The college bears all the expenses incurred on the Students' Council meets. This is to certify that following students were actively involved in IQAC from 2020-21

Name of Body/Committee - No. of Students involved SRC - 14 CDC - 2 NSS - 150 Chemical Society - 9 Botanical Society - 9 Zoological Society - 9 Cultural committee - 15 Red Ribbon club -15 Women's cell - 25 Vishaka committee - 35 Wall poster committee - 30 Magazine committee - 28 IQAC - 2

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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

17

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

The institution does not have a registered but has a functional Alumni Association. The institution has a committee from among its staff to monitor activities of alumni association. The association itself has alumni members as co-ordinating team. This team maintains contact details of the alumni. The team regulates all activities related to Alumni. The association does not receive any financial assistance on the part of the alumni. The last working committee had the following members ALUMNI & PARENTS ASSOCIATION

Dr. D. K. Bisen, Associate Professor Dr. V. M. Gangne, Associate Professor Shri. B. K. Navdeve, Dept. of Physical Education Shri J. P. Chauhan Associate Professor Dr. C.K. Gajbhiye, Librarian Dr. Ashish Gadwe, Dept. of Zoology

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision and Mission:** - To impart higher education to the inhabitants of Deori Tahsil in general and to inculcate the value of higher education to the tribal community in particular. - To ensure & inculcate perfect discipline in terms of regularity, sincerity and punctuality amongst the student so that they contribute to society and nation as most conscious, responsible and respectable citizens. - To aim at overall personality development of the students and to provide a platform to them to face all the challenges of today's competitive world with utmost utilization of their potential through extracurricular activities like NSS, Sports and cultural programs. **Goals and Objectives:** - To provide access to learning opportunities to largest possible numbers of students from the region irrespective of caste religion, and economic status of the students. - To provide all-round development of the student through various cultural and extra-curricular activities - To imbibe values in students and provide quality education besides its regular university syllabus. - To inculcate to a sense of civic responsibility, social commitment, and moral accountability among the students to make them not only better citizens but also employable students. - To provide exposure to learners through latest trends in relevant branches of knowledge by organizing various academic programmes, workshops, study tour, field work, seminars etc. The vision and mission statements are in keeping with the intellectual potential and needs of the region. Most of the students seeking higher education are from rural and tribal areas. They are from weaker section of the society and as per our mission we provide them an education at an affordable cost. The college ensures that the vision and mission of the institution is in tune with higher education policies of the state and the nation.

The college translates its vision into its activities by: a) By establishing a number of committees and cells to deliberate on various issues pertaining to higher education. b) By creating conducive atmosphere in the campus and organizing various



activities to all-round development of student. c) By imparting quality education. d) By establishing nature club, women cell, computer centre. The college imbibes moral and spiritual value amongst the students and built values like nationalism, dedication, commitment to social causes and integrity through NSS and other activities. The college encourages the use of technology. The college also ensures that the teacher update their knowledge and skills. Students are also motivated to become lifelong learners by using their potential.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The institute is governed by Gondia Education Society, Gondia; which is a registered body. The management, principal and faculty work in conjunction to formulate and implement its policy and plans to ensure quality in higher education. The principal is academic and administrative head of the institution. He is also an ex-officio secretary of the Local Management Committee. A meeting of Local Management Committee is held in the start of academic session. In the meeting, various decisions are taken regarding academic growth within the limitation of government and university regulations. The LMC have governing body representative, faculty representative and non-teaching representative. During the meeting the principal report is reviewed by the committee. A thorough discussion is ensued, during the meeting valuable suggestion offered by the members & after a detail discussion on every issue, final resolutions are taken for the implementation for the growth of the college. The resolutions made in the previous meeting are also reviewed to monitor the progress and take necessary action. The principal communicate the policy decision to all the faculty and non-teaching members taken in the meeting. The principal bears the ultimate responsibility for the smooth functioning of the college. The decisions taken in the LMC are referred to the governing body of the institution for final approval. The college has constituted different committees and nominated faculty and non-teaching staff as coordinator and members which play an important role in the planning and implementation of activities in different spheres of institutional functioning. The principal have an

interaction with the faculty members, non-teaching staff, students, parents also play an important role in the smooth running of the college. The management and principal encourage the participation of the staff in the process of decision making, which is necessary for the efficient and effective running of the college.

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

The meetings of the College Council are held regularly wherein teaching plan, workload, examination and other activities are discussed. There are various committees for carrying out the activities of the college. The LMC is an overall monitor and decision maker for broad institutional purposes. For the day-to-day running and management of the college, and for decision making in routine affairs, the principal is chiefly responsible, supported by various committees. Various committees are formed for the smooth functioning of the college and the faculty members are appointed as co-coordinators and members of these various committees. The Rashtrasant Tukadoji Maharaj Nagpur University Nagpur provides Academic calendar before the start of new academic session. All the affiliated colleges work as per the schedule provided by the University. The college also prepares its own academic calendar in tandem with the University Academic calendar.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mbpccdeori.com/pdf.php?filename=92060-academic_calendar_2020-21.pdf&amp;dirname=institute">http://www.mbpccdeori.com/pdf.php?filename=92060-academic_calendar_2020-21.pdf&amp;dirname=institute</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The Governing Body is responsible for Policy making and to verifying the reports through the Secretary & Correspondent. The decision making procedures are made at appropriate levels in the organizational hierarchy. Various cells and committees as per the university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation. Service Rules: The institution strictly follows the service rules according to the UGC norms. The institution runs for 7 hours. The teaching and non-teaching faculty have the benefits of PF, DCPS, Casual Leaves, Earned Leaves , Medical Leaves and Maternity leaves etc., Recruitment is taken place according to the norms of the University, a body comprising of Secretary, Dean Academic Affairs, Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters. Promotional policies: The institution strive hard to keep the good academic standards. Grievance Redressal Mechanism: Once the members of the faculty, non-teaching staff or supporting staff concerning their appointments or employment where the grievances relate: To matters affecting themselves as individuals To matters affecting their personal dealings or relationship with other staff members of the college or students If other remedies within the faculty, staff, department or other similar area have been exhausted, the member of the staff may raise the matter with the Head of the department or similar authority. If the staff member is dissatisfied with the result of approach as mentioned above or if the grievance directly concerns the HOD of the department , the staff member may directly approach the Principal for the redressal of his/her grievance. If the Principal feels that the grievance is trivial or invalid, he will take no action upon it. If he feels otherwise he shall inform the grievance committee and take the action accordingly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://www.mbpcedeori.com/pdf.php?filename=35107-organogram-of-institution.pdf&amp;dirname=institute">http://www.mbpcedeori.com/pdf.php?filename=35107-organogram-of-institution.pdf&amp;dirname=institute</a>
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

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

### 6.3 - Faculty Empowerment Strategies

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

It is true that satisfied employee is an asset for the institution. Hence, several incentive measures are taken by the institution for their welfare. - Faculty and staff members are encouraged to pursue studies and attend advance academic / administrative training programmes. - Medical leaves are given to the employees during his / her job period. - Earn leave can be availed by the staff. - The college motivates teaching and non-teaching staff to use the computers and internet facility. - The college is fair towards employee while taking the loans from the bank. - There are also govt. schemes to provide loans against PF A/C. for those who wish to buy or construct houses, medical treatment , etc. - Life Insurance Policy premium, loan installment is automatically deducted from their salary. - There is a provision of maternity / paternity leave for the staff. - Duty leave is given to the staff, if applicable. - Career advancement benefits are given as per the guidelines of UGC and rules of govt. of Maharashtra.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>

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

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

5

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

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

The achievements of faculty members are monitored and maintained through performance appraisal system as per the guideline of the UGC. The appraisal report of faculty is made by the concerned on the basis of yearly achievements, discipline and quality etc. and then submitted to head of the departments and head of department submitted it to the head of the institutions. The participation of the teachers in various activities is closely monitored by the principal. The performance appraisal reports duly filled by the teaching staff is assessed by the principal and counter signed by the management. The principal plays an active role in the performance appraisal of the staff. The management keeps a vigil on the professional behavior and attitude of members of the teaching as well as non-teaching faculty through the reports of the principal. Annual increments and other benefits (placement in grades, increments for Ph.D.) are given to teaching and non-teaching faculty by the university and J D office respectively. The proposal regarding the placements in grades and increments for Ph.D are submitted to the respective office under the signature of the principal and counter signed by management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

A Chartered Accountant has been appointed by the management for external audit, who audits all the income and expenditure of the college. The CA audits the yearly accounts of the college and prepares the annual income and expenditure statement along with balance sheet of the college which is duly signed by him. The college regularly submits all the audited statements to the government. The budget and auditing procedure are fair, regular and standardized. The government grants are also being audited by administrative officer of higher education of the state government and the same is also audited by AG. The last audit was done for the financial year 2020-21. There were no audit objections.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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)	<a href="#">View File</a>

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

The effective and efficient use of available financial resources of the college is ensured through proper system adopted by the

college. When there is a need of any expenditure incurred on any item, a proper demand in writing is made by the faculty of concerned departments or non-teaching staff with full details of requirement to the principal. The principal scrutinizes the application and if the purchases are high in cost the concerned has to invite quotation of reputed concerns. A meeting of purchase committee is held on the receipt of the quotation. The principal forward the same quotation to the management for final approval. Purchases are finally made on the approval and sanction of management all the official formalities are completed i.e. preparation of vouchers / stock entry and issue of cheques to the concerned parties.

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

We established IQAC as per the norms of UGC on 02/08/2005. As per the guidelines, IQAC must meet at least once in a quarter which helps in reviewing our strength and weakness which help in institutionalization of quality assurance process. IQAC helps the college for planning, guiding and monitoring quality assurance and enhancement of the college through the system. IQAC systemizes the efforts of academic and administrative excellence. In such a way, IQAC helps us in institutionalizing quality assurance process. The following decisions were approved by the management: 1) Introduction of Wi-Fi in the college campus 2) Restructuring of the college building 3) Makeover of the internal college Premises. 4) To apply for Minor Research Project 5) To establish Computer Center 6) To install Water purifier with RO. Decision Implemented: All above mentioned decisions were approved by the management and were implemented by the college authorities. The primary goals of IQAC are: • To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. • Optimization and integration of modern methods of teaching and learning.

The following are the roles and responsibilities carried by IQAC:

- To coordinate the distribution of information on various quality



parameters of higher education. • To coordinate the documentation of the various programmes / activities leading to quality improvement. • To coordinate the quality-related activities of the institution. • To coordinate the timely and efficient execution of the decisions of IQAC committee.

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

IQAC monitors the teaching learning process regularly through their organizing committee members. All the Head of the departments are the members of it. IQAC conducts an annual meeting every year in the month of January to check the learning process, structures & methodologies of operations and learning outcomes. These annual meetings are intended to check the overall result analysis and to check the planned goals and achievements of IQAC. • In every tri quarterly meeting of IQAC few decisions and modifications are taken on the regular process. • Class Teachers, Class Representatives, HoDs and Staff meetings are conducted periodically to review teaching and learning process. • • In the annual meeting all the Head of the departments present a detail presentation report about the planned agendas & achieved goals for the year. • Principal and the Management Committee plans for what else can be added for the improvement and suggests the modifications to it. Example 1: Students Feedback is collected and analysed. Example 2: Power point Presentations were shown to students.

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);**

**C. Any 2 of the above**

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

#### 1. Annual gender sensitization action plan-

- Promote girl students to participate in various activities like

Essay Competition,

Speech competition,

Rangoli Competition,

paper craft competition,

Bouquet competition etc.

- Arranging seminars or lectures related to gender sensitization activities.

#### 1. Specific facilities provided for women in terms of:

1. **Safety and security-** Entire Institution is under CCTV Surveillance. College teaching and non-teaching staff constantly keeps watch on students.

1. **Counselling -** College has women counselling Committee which constantly interact with the female students.

**C. Common Rooms -** Institution has one well-equipped common room which also has

sanitary pad dispenser machine.

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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Solid Waste Management:**

College has installed dust beans at multiple places in college campus. Students are clearly instructed not to litter in the

campus and in case of any solid garbage has to put in the dust bins. Periodic 'Shramdan' activity conducted by NSS unit with the help of NSS volunteers in the campus that helps in keeping campus free of any kind of solid garbage. Nagar Panchayats garbage collector van daily comes to college to collect all the garbage. Above all every member of college tries to minimize the paper wastage. Dust bins are placed at various places inside the college building.

#### Liquid Waste Management:

Every outlet of disposed liquid has connected to the septic tank and underground drainage so that liquid do not accumulate on the surface which helps in maintaining neat and clean ambience of the campus.

#### E- Waste Management:

-The college has emphasis on paperless office to save carbon emission in printers.

-Reuse of one -side- printouts.

-All e-waste is disposed to the Municipal Corporation or sell it to the scrap merchant.

-The non-working computer spare parts and other non-working equipments are safely disposed outside.

-The cartridges of laser printers are refilled outside the college campus.

-UPS Batteries are recharged / repaired / exchanged by the suppliers.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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** **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit** **E. None of the above**

**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	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>

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).

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several

activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like Fresher Party ,teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, etc. Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

**Constitution day:** Constitution Day is celebrated on 26th November every year. The programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens. Students are encouraged to participate in activities like essay competition on the related themes. viz. 'Economic Thoughts of Dr. B. R. Ambedkar

**Celebration of National Days :** Every year Institute celebrates Republic Day, Maharashtra Day and Independence day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hosting with National anthem and oath of

national integrity followed by distribution of sweets is the regular decorum of the programme.

**Road Safety Rally:** The students are encouraged to participate in the activities of spreading the awareness among citizens on social issues like road safety.

**Cleanliness/Plantation drive:** Students consistently and regularly participate in the cleaning activities on the several occasions every year. Moreover, students are encouraged for active participation in the plantation.

**Induction of the students on values, rights, duties and responsibilities:** Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India during induction as well as other programmes throughout year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

**C. Any 2 of the above**



File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff. In today's times we inspire students of our institution to follow the Gandhian ideologies of truth and nonviolence and inspire them to contribute towards the peace and prosperity of the Nation.

Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year. Sadbhavana Diwas celebrated on 20th August every year to commemorate the birth Anniversary of Sardar Vallabh Bhai Patel.

International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfilment.

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen.

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	<a href="#">View File</a>

## 7.2 - Best Practices

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

Two Institutional Best Practices [I] 1. Title of the practice Promotion of Universal values among students 2. Goal • College recognizes the need to inculcate universal values like promotion of truth, selflessness righteousness etc. 3. Context • Harmonious development of body, mind and soul and promotion of universal values. • To help others • To preach and practice truthfulness. • To develop positive attitude. 4. The practice Following programs and activities were organized by the college in session 2020-21. • A class on moral values was held on 12.08.2020. • A special lecture on values as understood by Swami Vivekananda held on 6.01.21 • A programme on promotion of universal values was held on 05.02.21. • A counseling session of students was held on 10.02.21 5. Evidence of Success • Students are increasingly taking interest in this practice. They are regularly attending these classes despite their packed schedule of usual classes. 6. Problems Encountered and Resources required. • Shortage of infrastructural facilities: A separate room is needed to hold these classes. • More expertise is required in this field. • Due to lock down

during academic year 2020-21 most of the time college was closed, therefore very less activities were done. [II] 1. Title of the practice Tree plantation programme. 2. Goal • To plant trees as many as possible. • To enhance the values of plants & environment among the students during their study. • To create the interest among the students regarding the values of trees & plants. 3. Context • The mission is to sensitize and empower students and staff to give back to nature and live in an environment conducive to their health and well-being. • The very noble objective of "Tree Plantation programme is to save our planet and & mother earth by plantation work". • Tree Plantation programme can become more popular. So, it is the duty of ours to promote more and more students to come forward. • To rising up the level of the student thinking regarding Tree plantation work. 4. The Practice • Regular tree plantation activities were conducted in college campus by the NSS students. • Deori Nagar Panchayat gifted 50 plants to the college under project 'Mazi Vasundhara program'. • Deori Forest department gifted 25 plants to the NSS department of the college for plantation. • Local leaders also gifted few plants to the college for plantation. • Mass oath taken by the staff of college and students to plant more and more plants in the college campus and at homes. • 5 students are assigned to each plant to ensure the survival of plant. 5. Evidence of Success • Students understood the importance of Plantation. • Around 30% plants survived till date. 6. Problems encountered and Resources required • College land is infested with termites; hence mortality rate of plants is high. • Due to lockdown watering and care of plants most of the time was not possible.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

Gondia district is situated at the easternmost boundary of Maharashtra. Earlier Gondia was a part of Bhandara district but later on it became an independent district. The characteristic feature of district is the considerable population of Gond Tribe (hence the name Gondia), local Adivasi tribe. Apart from Gonds, castes belonging to schedule category also have large population. Moreover the progress of district is largely affected by very

violent Naxal activities. Due to this, most families are struggling for their daily livelihood.

Looking at the agony the great Late Shri Manoharbai Patel decided to uplift the standard of living of local residents, for this he thought that a better education is the way to do it. Therefore he established the Gondia Education Society to impart quality education to downtrodden people, which later on opened schools and colleges in every part of Bhandara (then Gondia was a part of Bhandara) district.

Deori is one of the taluka places out of eight taluka's of Gondia. It is situated in the heart of great Nagzira forest. Major chunk of Deori's population belongs to SC/ST. Deori remained the most underdeveloped taluka as compare to other talukas of Gondia. This is due to high amount of naxal activities and hesitant attitude of local Gond tribal people to upgrade standard of living. For the bread and butter most of the families were depending upon tendupatta collection (Bidi Labour), Moha Flower collection and labour in other's farm. The poverty was driving the youth from Gond Samaj into Naxal activities. This was all happening because of lack of higher education. There was no degree college in Deori before 1990. The nearest college was in Gondia which is 70 kilometers away from Deori. Only youngsters from better families were able to go for degree level education and the youth from ST category deprived of it. Keeping all these challenges in the view, Gondia education society had decided to set up a degree level college in such a backward taluka. This gives birth to Manoharbai Patel College of Arts and Commerce, to impart higher education to the youth belonging to backward category.

College has started giving education on tag line of 'Bahujan Hitay Bahujan Sukhay'. Initially there were only few students admitted but in subsequent years many more students added. Due to quality faculty, college was able to attract students from every part of society. But one of the biggest achievements of college is that the number of students belonging to Gond Samaj (ST category) has been increased considerably till date. And this becomes the college's distinction.

For many years college had only two streams i.e. Arts and Commerce but considering overwhelming response, Gondia Education Society decided to add one more feather in the crown i.e. it started science faculty in 2008 keeping in mind that the youth from Gond samaj should also have science as carrier option. Since then

college has never seen back. It has constantly striving to set highest bench mark in the field of education. All the teachers are well qualified. All of them have zeal to pass on the knowledge to youth coming from downtrodden families especially from Gond Adivasi's. Every faculty member takes extra effort to encourage and motivate the adivasi families to send their wards for higher education. College provides very pleasant and comfortable atmosphere to these youngsters. Every member of college faculty makes them believe that they belong to the society. When they go out of the college after completing their education, they become confident with dynamic persona. Many Passed students belonging to ST category went on for post-graduation. Many of them are in government jobs. Currently above 50% students of college are belonging to ST category.

Our future plan is to start Post-graduation courses in various subjects so that graduates of the college, need not go out of Deori for higher education. At present lots of challenges are ahead, to achieve this goal. The biggest challenge up front is the shortage of infrastructure, the tough rules and regulation laid by the affiliated university and lack of funds. Another problem is the lack of transport connectivity with remote villages of Deori. After 3.30 pm there is considerable decline in the frequency of buses or even complete absence of it. Being a naxal affected area, college cannot be extended beyond 3.30 pm. Due to time constrain extended teaching for the students is not possible. In spite of all these lacunas, we as a unit constantly are doing our level best to give quality education.

Abiding the social responsibility college will continuously walk along the path to hold the distinction in the education of youths from downtrodden families especially Gond Adivasis.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

1. Preparation of Academic calendar 2. Meetings - (Principal H.O.D.) conducts regular meetings. Meeting of Staff council by principal an aim to prepare institutional own comprehensive curricular and co- curricular calendar of events, to constitute committees for supervision of overall admission process, academic & extracurricular activities. 3. Time Table - preparations by Time table Committee. Time Table is prepared by the time table committee. 4. Departmental meetings faculty members by HODS. With an aim to develop academic plan based on the college calendar to prepare timetable for distribution of the curriculum and the classes among the faculty member keeping in mind the syllabus to be taught in various unit tests. 5. Use of ICT in Teaching Learning Process Institution has provided us with screen and projector for effective curriculum delivery. Institution has well equipped computed laboratory far Collecting E-Learning resources so that students and teachers can use e-learning resources 6. Lecture centered innovative techniques: Faculty uses lecture centered innovative techniques live class room, seminars, project reports, ppt presentation, group discussion, study tours, home assignments, special lecture an current issues and field study for inculcating self confidence and the ability to think independently among the students. 7. Periodic evaluation and parents teachers meeting,- A systematic structure of periodic evaluation has been standing of their ward. Parent teacher meetings have an important role in the chain of linkage between the college and its stallholders. Institution collects feedback from the students regarding the quality of teaching and the syllabus a written feedback from student on various aspects of teaching such as: Teacher's Communication skill, Syllabus completion Teacher student report Other required activities as presentation, assignments, projects, etc. Thus, it is ensured that teacher is truly involved in curriculum completion along other activities and it's required to rectify principal takes the required necessary action.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations. Our college follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs. The academic activities are conducted in adherence to the calendar of events except unforeseen circumstances. The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. Continuous evaluation and assessments are also done for laboratory course, project work, etc. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
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**

**D. Any 1 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	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

00

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 )	<a href="#">View File</a>

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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 college gives importance to conduct various activities each year that address the cross-cutting issues such as Gender, Environment education, Human Rights Professional ethics, ICT Etc. These issues also form an integral part of curriculum at Institution level. 1.As per University curriculum for Semester IV (B.sc IInd Year) Environmental science is added in curriculum time table. Regular assessment and Exams are conducted for assessment of student's awareness regarding Environment plantation and conservation is created amongst students. Environmental rally and plantation programme is conducted every year. 2.As per government Resolution No. 2012/296/12/9 college launched "Jagar Janivancha abhiyan". The

college implemented various programmes for the empowerment of women. The college always seeks the gender equality. By working under various channels like Anti-ragging, prohibition of Sexual Harassment all these activities reached at its absolute destination of women-empowerment. 3.The Women Development cell (WDC) of the college acted on the apex body to manage the campaign (Jagar Janivancha Abhiyan) and to cultivate u gender Equality, among students. Rally to spread awareness about the ill-effects of female Foeticide. 4.Slogan competition: to create Social awareness about the problems of woman in particular regarding gender discrimination. 5.Guest Lecture: to create awareness about laws protecting women. 6.Essay Competition: to increase awareness about female Foeticide amongst students. 7.International Women's Day is celebrated by organizing various programmes for empowerment of women. These programmes were focused on evaluating overall, efforts of the institution to sustain "Gender Equality" and cultivate" Gender Equality amongst Students. 8.Lecture arranged by Police Department for guiding Students for self Defence & protection Acts.

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	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/file/d/1CVZJXCXghob4gg-fV9Rm_md-F1BZLPQq1/view?usp=sharing">https://drive.google.com/file/d/1CVZJXCXghob4gg-fV9Rm_md-F1BZLPQq1/view?usp=sharing</a>

**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**

**749**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**749**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Students of B.A., B.Sc. and B.Com admitted through direct admission process. We have maintained constant monitoring and evaluation of the student through efficient means. The assessment of the advance and slow learners are recognized by their performance in intermediate examination. This is the preliminary process to categorize the students as slow learners and advanced learners in a class. After onset of the classes as well as completion of a unit per subject, the unit test examination conducted and recognize the student as per their marks in that examination. The valuation of the internal assessment program by providing assignment and recognize the student as advance or slow learners. This streamlined process helps to encourage students to learn and create enthusiasm in classes. Slow learners: Special attention provided to the slow learners, the specific assessment also given to them and we try to increase the pass percentage of the students, with the help of personal counseling the student, the student counselor have assesses the temperament of their personality their problems and try to motivates them to achieve their academic purpose. Extra classes also organized to repeat the critical topics to improve presentation.

Quick Learners: They are recognized by their unit test examination and quality of internal assessment assignment given, interaction the classroom and laboratory, concept understanding and personal communication. College promotes some independent learning that contributes to their academic and personal growth. The students who have initiative to receive the supportive responsibility to involve the structural outcomes also provided with special attention. Approach for Improvement: Arranging extra classes, counteractive or remedial classes to clarify the difficulties, details explanation of the some hard problem related syllabus to improve the presentation, student attendance is also given and recorded. The specific seminar conducted by guest lecturer and also in annual function

of various departmental societies helps to motivate the students to improve the mental ability of the students to analyze problems and encourage students to regularly attend the classes. Notes of the some selected topic also given and also motivate to create their own notes and examined by respective teachers. Special attention is given to them regarding personal life. The college provides them career counseling guidance and attention by arranging the sessions for various fields of science, arts and commerce. All the teachers maintain good relation with all students.

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
16	749

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

To build the strong learning environment teachers provide them opportunities to build up the strength about the course to develop high quality knowledge about the course, improve the quality of understanding in future endeavor in life.

The learning is made student-centric by conducting unit tests, question- answer sessions, discussions in the theory and practical classes. The classroom lecture is a special form of communication between students and teachers. No matter what the topic is the delivery and manner of speaking influence the students' attentiveness with learning, The students are motivated to ask questions in the classroom to promote the spirit of curiosity. Suitable improvements are made in the teaching- learning process using inputs from students'

feedback. In addition to the use of conventional teaching-aids like charts, blackboards, maps and models, the staff incorporates the use of projectors to make the learning process more effective. There is also a provision for remedial teaching for slow learners who belong to weaker section of the society. The lecture method is supplemented by the interactive learning, group discussions, seminars, paper presentations, quiz competition, workshops, audio-visual methods and periodic assignments etc. Students are also encouraged to watch educational and informative TV programs on National Geographic, Discovery, Animal Planet, BBC, CNN etc. The college central library provides good number of reference books that helps the students for independent learning.

In experiential learning, the students have learned through experiences. The specific groups of students were selected with respect to their past knowledge for specific task by faculty members and allow them to achieve the task under guidance of respective teachers.

In participatory learning some specific advanced learning methods like group discussions, compilations of information of various social issues or case studies, environmental surveys, educational excursions, collection and identification of the material, cataloging etc. this is most important, effective and essential way of learning to develop high quality knowledge.

In collaborative learning the teachers and students work together to speed up the knowledge, interact together to explain or resolve the task. It is same as to that of group discussion in which group of students and teachers create a topic for time bonding to discuss and provide feedback to explain the exact mean. In this learning process thorough understand of the topic is expected just like meaning, analysis and output of the problem, its drawback and result to sort out the scope and importance.

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

Today, it is essential for the students to learn and master the latest technologies in order to be

corporate ready. As a consequence, teachers are combining technology with traditional mode of

instruction to engage students in long term learning. College uses Information and Communication

Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute ICT Tools:

1. Projectors- 2 projectors are available in college.
2. Desktop and Laptops- Arranged at Computer Lab and Faculty tables.
3. Printers- They are installed at Labs, office and all prominent places.
4. Photocopier machines - Multifunction printers are available in the institute.
5. Scanners- Multifunction scanners are available at all prominent places.
6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.
7. Auditorium- It is digitally equipped with mike, amplifier, audio system.
8. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
9. Digital Library resources like InflibNet- N-List, National Digital Library (NDL)

#### 1. Use of ICT By Faculty

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in



their teaching by using LCD's and projectors. They are also equipped by digital library,

online search engines and websites to prepare effective presentations.

B. Online quiz- Faculties prepare online quiz for students after the completion of each unit with

the help of GOOGLE FORMS.

C. Video Conferencing- Students are counselled with the help of Zoom / Google meet applications.

E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.

F. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

30

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. College follows Rashtrasant Tukadoji Maharaj Nagpur University Nagpur guidelines for internal assessment. The college prepares an Academic Calendar in line with university calendar prior to the start of the academic year in consultation with the Heads of the Departments. As per the Internal Assessment scheme provided by RTM Nagpur University, the internal assessment is done by the college at least 15 days prior to the final examination of each semester. The marks are sent to the university immediately after the assessment in the prescribed format. The internal assessment marks allotted to each theory paper as per the guidelines of the university. 10 marks per internal assessment per paper are allotted. The marks is awarded on the basis of assignments like class test, attendance, projects assignments, seminar, study tour, industrial visits, visit to educational institutions and research organizations, field work, group discussion or any other innovative practices and activity. There are two assignments per theory papers. The faculties conduct the internal assessment activity during the regular teaching days or periods as a part of regular teaching activity. The records of all the activities kept in the departments until six months after the declaration of the results of the semester. At the beginning of each semester, every teacher is inform to the students unambiguously the method of propose to adopt and the scheme of marking for internal assessment. The teachers announce the schedule of activity for internal assessment in advance in consultation with head of the Departments. Final submission of internal marks to the university is before the commencement of the University theory examination.

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

Students apply for revaluation and verification of marks. The University provides the photocopy of answer books to students on demand after paying some fee. After receiving own answer-sheet if student wants he/she can apply for reassessment of answer book. In addition, follow up is kept with the University until the grievance is settled. An aggrieved student who has the grievance(s) at university level shall make an application to the university through the principal of the college. The principal, after verifying the facts, shall forward it to the concerned section of the university. The university redress all such grievances within a reasonable time, preferably within fifteen days of the receipt of application. The application submitted by the aggrieved student shall be forwarded to the concerned section (Dy Registrar) viz. Academic grievance, administrative grievance etc. The university level committee is responsible to redress the matter.

If the student is not satisfied with this decision, he/she can submit appeal to the higher authorities (Registrar/ VC) within a stipulated time. University level committee shall process grievance(s) submitted by the students within a stipulated period.

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.

All courses have particular set of objectives which are approved by the Board of Studies of the Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. Course Outcome of the

respective subject designed by considering these Objectives. The copies of the syllabus are kept in the College library and respective departments for students. The students are made aware of the learning outcomes through the Principal's address in the beginning of the academic year in the form of introduction programme. The faculty of every subject explains course objectives, evaluation pattern, marking scheme etc. to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://drive.google.com/file/d/115KlHSI3DBXth3g6HIuL1m72w6XTBtWk/view?usp=sharing">https://drive.google.com/file/d/115KlHSI3DBXth3g6HIuL1m72w6XTBtWk/view?usp=sharing</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The college measures the attainment of the POs, PSOs and Cos through the continuous internal assessment according to RTM Nagpur University. The course outcomes (Cos) are recognizing the specific knowledge expected to be gained from the course conducted. Programme outcomes (Pos) are describe for what students are expected to know and be able to do upon the completion of a specific program. Programme specific outcomes (PSOs) are what the students of a specific programme should be able to do at the time of studying in the proramme. Constant evaluation is done regularly to know the attainment. Unit test are programmed by the faculty members, its analysis and made strategy of improvement is done after the valuation. Seminars and group discussions organized for all students from which the students are evaluated for their knowledge, skills and thinking power. Assignments are given to the students helps to measure the attainment programme specific outcomes. The internal assessment of the student are conducted as per the criteria of RTM Nagpur University. Various competition viz. quiz competition, debate competition, helps to know about the knowledge and information of the students. Some co curricular activities, field visits help to evaluate the students. The RTM Nagpur University conducted semester/annual examination for courses of semester and annual pattern respectively. After having the result the analysis of the terminal exam is also

done to know the level of attainment of POs, PSOs and COs. Strategy for improvement is made and implemented. The result is analysed by each department in their subject.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/115KlHSI3DBXth3g6HIuL1m72w6XTBtWk/view?usp=sharing">https://drive.google.com/file/d/115KlHSI3DBXth3g6HIuL1m72w6XTBtWk/view?usp=sharing</a>

### 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

198

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

<http://www.mbpcedori.com/pdf.php?filename=35987-2.7.1-20-21-students-satisfaction-survey.pdf&dirname=institute>

### 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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
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**

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
21	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>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</b>	
<b>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</b>	
5	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.3 - Extension Activities</b>	
<b>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</b>	
<p>Staff as well as students of our Institute actively participates in various community services. Every year some services provided to the society by the staff and students, which is listed below. NSS unit of the college has organised and participated in different programs in and out of the Institute for a social and noble cause. Remarkable programs such as,</p> <p>1. Cleanliness drive &amp; Tree Plantation and conservation were held in the Institute to make campus Plastic free; all NSS volunteers took part in campus cleaning.</p>	



2. Blood donation camp was organised by the NSS unit in collaboration.
3. Traffic Awareness Program was organised regarding safety measures to be adopted while driving.
4. Celebration of Constitution Day on 26 th November and National Science Day on 28th Feb.
6. Celebration of birth and death anniversaries of National Leaders and Freedom fighters for motivation of students.
7. The institution work in collaboration by organising various co-curricular activities and competitions like seminars, quiz, debate, poster for overall development of the students.

These activities positively impact students' social, emotional and inter-personal development. By working together with individuals' students can easily learn how to communicate with society, lead and negotiate with others. These activities help the students to understand the importance of time management, improve their self-confidence and also academic and intellectual competence.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

12

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

150

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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

2

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

## 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.

**Facilities for the institution for creation and enhancement of infrastructure:**

1. LMC makes plans for enhancement / creations
2. LMC prioritizes enhancements as per budgetary provisions.
3. The institutions emphasizes on enhancement of existing infrastructure and add new amenities to facilitate effective teaching and Learning like use of Over Head Projector, Computer Laboratories, establishment of Girls' common room etc.

**Details the Facilities available for:**

The institution strives to provide best possible infrastructural facilities to promote

Curricular and co-curricular activities as well as academic excellence among the students.

**Classrooms:** Spacious classroom, one equipped with public address system.

**Computer Laboratory:** Internet and Wi-Fi enabled computer laboratory with dedicated systems.

**Laboratory:** Each department is provided with well-equipped laboratory.

**Botanical Garden:** Eye-soothing botanical garden with the information display board for each species with bore-well

**Examination Control room:** Dedicated examination room with well equipped equipments.

**Link:** <http://www.mbpcdeori.com/>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 Physical infrastructure is available in the college for Extra-curricular Activities.**

**Sports:** Dedicated sports department with requisite number of sports facilities. Institution caters to indoor games like chess carom and has a vast open ground around the 4 Acre for outdoor games like Volleyball, Kabaddi, Cricket etc  
**Cultural activities:** Various cultural programmes are organized the cultural committee on annual basis and students are encouraged by giving prizes for various activities.  
**NSS:** A separate unit

for NSS as per the prescribed norms of university with required amenities is active since 1990. The unit organizes various activities and camp as per the university norms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.**

9

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

47163

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college has central library. There is library software for maintenance of books. The reading room is well furnished to accommodate students at a time and provides environment conducive to study. Exclusive reference section is available in the library. A visitor's book is maintained for students and staff. New arrivals of books and journals are displayed on separate stands and racks. Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. Visitors are also required to sign at the time of entry. CCTV cameras are installed in the library for strict surveillance. The library software details are as follows:

- Name of ILMS software : LIBMAN
- Nature of automation : Fully Automation
- Version : 2.0 version
- Year of Automation : 2011

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

23850

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

832

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

- All the systems have genuine licensed software from Microsoft Corporation.
- MS-Office is all licensed and genuine
- Most computers are connected by LAN and have internet facility

- Science departments are provided with computers and LAN for use of faculty and students.
- Library is well equipped with computers for the use of library staff, college faculty and the students.
- BSNL internet facility is provided with router for Wi-Fi connection.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

258235



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**Maintenance and utilization of the Infrastructure Facilities:**

The maintenance and upkeep of the infrastructure facilities are carried out with the support of the heads of the particular department.

**Laboratory Equipment:**

The equipment and machineries in the laboratory are maintained by the lab attendant with the advice of HOD.

**Computers, Software's & UPS:**

The computer maintenance is looked after by Librarian with the help of outsourced computer mechanic. It includes smooth running of automation, up-gradation and maintenance of computer package, college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software.

**Library:**

The library is headed by librarian He is supported by the library attendant. Libman software is used to help the students for searching and lending of the books in the library.

**Physical Education:**

The physical education department is facilitated by the physical directors to educate the students. Physical education

department is equipped with the play kits.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

721

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

<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	<a href="http://www.mbpcdeori.com/">http://www.mbpcdeori.com/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<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>89</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>89</b>

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>D. Any 1 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	<a href="#">View File</a>
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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

8

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

3

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>

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 )

The college does have Students' council. The students' council selection, constitution, activities and funding follow the norm of Maharashtra University Act 1994. All members of the Students' council are selected on the basis of merit, excellence at extracurricular activities such as sports, NSS and a Lady Representative. The members of the Students' council act as a bridge and catalyst between the students and the college. The council offers its suggestions and helps in coordinating various activities. The college bears all the expenses incurred on the Students' Council meets. This is to certify that following students were actively involved in IQAC from 2020-21

Name of Body/Committee - No. of Students involved SRC - 14 CDC - 2 NSS - 150 Chemical Society - 9 Botanical Society - 9 Zoological Society - 9 Cultural committee - 15 Red Ribbon club -15 Women's cell - 25 Vishaka committee - 35 Wall poster committee - 30 Magazine committee - 28 IQAC - 2

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

17

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

The institution does not have a registered but has a functional Alumni Association. The institution has a committee from among its staff to monitor activities of alumni association. The association itself has alumni members as co-ordinating team. This team maintains contact details of the alumni. The team regulates all activities related to Alumni. The association does not receive any financial assistance on the part of the alumni. The last working committee had the following members  
ALUMNI & PARENTS ASSOCIATION

Dr. D. K. Bisen, Associate Professor Dr. V. M. Gangne, Associate Professor Shri. B. K. Navdeve, Dept. of Physical Education Shri J. P. Chauhan Associate Professor Dr. C.K. Gajbhiye, Librarian Dr. Ashish Gadwe, Dept. of Zoology

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision and Mission:** - To impart higher education to the inhabitants of Deori Tahsil in general and to inculcate the value of higher education to the tribal community in particular. - To ensure & inculcate perfect discipline in terms of regularity, sincerity and punctuality amongst the student so that they contribute to society and nation as most conscious, responsible and respectable citizens. - To aim at overall personality development of the students and to provide a platform to them to face all the challenges of today's competitive world with utmost utilization of their potential through extracurricular activities like NSS, Sports and cultural programs. **Goals and Objectives:** - To provide access to learning opportunities to largest possible numbers of students from the region irrespective of caste religion, and economic status of the students. - To provide all-round development of the student through various cultural and extra-curricular activities - To imbibe values in students and provide quality education besides its regular university syllabus. - To inculcate to a sense of civic responsibility, social commitment, and moral accountability among the students to make them not only better citizens but also employable students. - To provide exposure to learners through latest trends in relevant branches of knowledge by organizing various academic programmes, workshops, study tour, field work, seminars etc. The vision and mission statements are in keeping with the intellectual potential and needs of the region. Most of the students seeking higher education are from rural and tribal areas. They are from weaker section of the society and as per our mission we provide them an education at an affordable cost. The college ensures that the vision and mission of the institution is in tune with higher education policies of the state and the nation.

The college translates its vision into its activities by: a) By establishing a number of committees and cells to deliberate on various issues pertaining to higher education. b) By creating conducive atmosphere in the campus and organizing various activities to all-round development of student. c) By imparting quality education. d) By establishing nature club, women cell, computer centre. The college imbibes moral and spiritual value amongst the students and built values like nationalism,



dedication, commitment to social causes and integrity through NSS and other activities. The college encourages the use of technology. The college also ensures that the teacher update their knowledge and skills. Students are also motivated to become lifelong learners by using their potential.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The institute is governed by Gondia Education Society, Gondia; which is a registered body. The management, principal and faculty work in conjunction to formulate and implement its policy and plans to ensure quality in higher education. The principal is academic and administrative head of the institution. He is also an ex-officio secretary of the Local Management Committee. A meeting of Local Management Committee is held in the start of academic session. In the meeting, various decisions are taken regarding academic growth within the limitation of government and university regulations. The LMC have governing body representative, faculty representative and non-teaching representative. During the meeting the principal report is reviewed by the committee. A thorough discussion is ensued, during the meeting valuable suggestion offered by the members & after a detail discussion on every issue, final resolutions are taken for the implementation for the growth of the college. The resolutions made in the previous meeting are also reviewed to monitor the progress and take necessary action. The principal communicate the policy decision to all the faculty and non-teaching members taken in the meeting. The principal bears the ultimate responsibility for the smooth functioning of the college. The decisions taken in the LMC are referred to the governing body of the institution for final approval. The college has constituted different committees and nominated faculty and non-teaching staff as coordinator and members which play an important role in the planning and implementation of activities in different spheres of institutional functioning. The principal have an interaction with the faculty members, non-teaching staff, students, parents also play an important role in the smooth running of the

college. The management and principal encourage the participation of the staff in the process of decision making, which is necessary for the efficient and effective running of the college.

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

The meetings of the College Council are held regularly wherein teaching plan, workload, examination and other activities are discussed. There are various committees for carrying out the activities of the college. The LMC is an overall monitor and decision maker for broad institutional purposes. For the day-to-day running and management of the college, and for decision making in routine affairs, the principal is chiefly responsible, supported by various committees. Various committees are formed for the smooth functioning of the college and the faculty members are appointed as co-coordinators and members of these various committees. The Rashtrasant Tukadoji Maharaj Nagpur University Nagpur provides Academic calendar before the start of new academic session. All the affiliated colleges work as per the schedule provided by the University. The college also prepares its own academic calendar in tandem with the University Academic calendar.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mbpceori.com/pdf.php?filename=92060-academic_calendar_2020-21.pdf&amp;dirname=institute">http://www.mbpceori.com/pdf.php?filename=92060-academic_calendar_2020-21.pdf&amp;dirname=institute</a>
Upload any additional information	<a href="#">View File</a>

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

The Governing Body is responsible for Policy making and to verifying the reports through the Secretary & Correspondent. The decision making procedures are made at appropriate levels in the organizational hierarchy. Various cells and committees as per the university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation. Service Rules: The institution strictly follows the service rules according to the UGC norms. The institution runs for 7 hours. The teaching and non-teaching faculty have the benefits of PF, DCPS, Casual Leaves, Earned Leaves , Medical Leaves and Maternity leaves etc., Recruitment is taken place according to the norms of the University, a body comprising of Secretary, Dean Academic Affairs, Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters. Promotional policies: The institution strive hard to keep the good academic standards. Grievance Redressal Mechanism: Once the members of the faculty, non-teaching staff or supporting staff concerning their appointments or employment where the grievances relate: To matters affecting themselves as individuals To matters affecting their personal dealings or relationship with other staff members of the college or students If other remedies within the faculty, staff, department or other similar area have been exhausted, the member of the staff may raise the matter with the Head of the department or similar authority. If the staff member is dissatisfied with the result of approach as mentioned above or if the grievance directly concerns the HOD of the department , the staff member may directly approach the Principal for the redressal of his/her grievance. If the Principal feels that the grievance is trivial or invalid, he will take no action upon it. If he feels otherwise he shall inform the grievance committee and take the action accordingly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://www.mnpcdeori.com/pdf.php?filename=35107-organogram-of-institution.pdf&amp;dirname=institute">http://www.mnpcdeori.com/pdf.php?filename=35107-organogram-of-institution.pdf&amp;dirname=institute</a>
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

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

### 6.3 - Faculty Empowerment Strategies

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

It is true that satisfied employee is an asset for the institution. Hence, several incentive measures are taken by the institution for their welfare. - Faculty and staff members are encouraged to pursue studies and attend advance academic / administrative training programmes. - Medical leaves are given to the employees during his / her job period. - Earn leave can be availed by the staff. - The college motivates teaching and non-teaching staff to use the computers and internet facility. - The college is fair towards employee while taking the loans from the bank. - There are also govt. schemes to provide loans against PF A/C. for those who wish to buy or construct houses, medical treatment , etc. - Life Insurance Policy premium, loan installment is automatically deducted from their salary. - There is a provision of maternity / paternity leave for the

staff. - Duty leave is given to the staff, if applicable. - Career advancement benefits are given as per the guidelines of UGC and rules of govt. of Maharashtra.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>

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

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

5

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

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

The achievements of faculty members are monitored and maintained through performance appraisal system as per the guideline of the UGC. The appraisal report of faculty is made

by the concerned on the basis of yearly achievements, discipline and quality etc. and then submitted to head of the departments and head of department submitted it to the head of the institutions. The participation of the teachers in various activities is closely monitored by the principal. The performance appraisal reports duly filled by the teaching staff is assessed by the principal and counter signed by the management. The principal plays an active role in the performance appraisal of the staff. The management keeps a vigil on the professional behavior and attitude of members of the teaching as well as non-teaching faculty through the reports of the principal. Annual increments and other benefits (placement in grades, increments for Ph.D.) are given to teaching and non-teaching faculty by the university and J D office respectively. The proposal regarding the placements in grades and increments for Ph.D are submitted to the respective office under the signature of the principal and counter signed by management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

A Chartered Accountant has been appointed by the management for external audit, who audits all the income and expenditure of the college. The CA audits the yearly accounts of the college and prepares the annual income and expenditure statement along with balance sheet of the college which is duly signed by him. The college regularly submits all the audited statements to the government. The budget and auditing procedure are fair, regular and standardized. The government grants are also being audited by administrative officer of higher education of the state government and the same is also audited by AG. The last audit was done for the financial year 2020-21. There was no audit objections.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>

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

The effective and efficient use of available financial resources of the college is ensured through proper system adopted by the college. When there is a need of any expenditure incurred on any item, a proper demand in writing is made by the faculty of concerned departments or non-teaching staff with full details of requirement to the principal. The principal scrutinizes the application and if the purchases are high in cost the concerned has to invite quotation of reputed concerns. A meeting of purchase committee is held on the receipt of the quotation. The principal forward the same quotation to the management for final approval. Purchases are finally made on the approval and sanction of management all the official formalities are completed i.e. preparation of vouchers / stock entry and issue of cheques to theconcerned parties.



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

We established IQAC as per the norms of UGC on 02/08/2005. As per the guidelines, IQAC must meet at least once in a quarter which helps in reviewing our strength and weakness which help in institutionalization of quality assurance process. IQAC helps the college for planning, guiding and monitoring quality assurance and enhancement of the college through the system. IQAC systemizes the efforts of academic and administrative excellence. In such a way, IQAC helps us in institutionalizing quality assurance process. The following decisions were approved by the management: 1) Introduction of Wi-Fi in the college campus 2) Restructuring of the college building 3) Makeover of the internal college Premises. 4) To apply for Minor Research Project 5) To establish Computer Center 6) To install Water purifier with RO. Decision Implemented: All above mentioned decisions were approved by the management and were implemented by the college authorities. The primary goals of IQAC are:

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Optimization and integration of modern methods of teaching and learning.

The following are the roles and responsibilities carried by IQAC:

- To coordinate the distribution of information on various quality parameters of higher education.
- To coordinate the documentation of the various programmes / activities leading to quality improvement.
- To coordinate the quality-related activities of the institution.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

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

**IQAC monitors the teaching learning process regularly through their organizing committee members. All the Head of the departments are the members of it. IQAC conducts an annual meeting every year in the month of January to check the learning process, structures & methodologies of operations and learning outcomes. These annual meetings are intended to check the overall result analysis and to check the planned goals and achievements of IQAC. • In every tri quarterly meeting of IQAC few decisions and modifications are taken on the regular process. • Class Teachers, Class Representatives, HoDs and Staff meetings are conducted periodically to review teaching and learning process. • • In the annual meeting all the Head of the departments present a detail presentation report about the planned agendas & achieved goals for the year. • Principal and the Management Committee plans for what else can be added for the improvement and suggests the modifications to it. Example 1: Students Feedback is collected and analysed. Example 2: Power point Presentations were shown to students.**

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,**

**C. Any 2 of the above**

NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

##### 1. Annual gender sensitization action plan-

- Promote girl students to participate in various activities like

Essay Competition,

Speech competition,

Rangoli Competition,

paper craft competition,

Bouquet competition etc.

- Arranging seminars or lectures related to gender sensitization activities.

##### 1. Specific facilities provided for women in terms of:

- Safety and security- Entire Institution is under CCTV Surveillance. College teaching and non-teaching staff constantly keeps watch on students.

1. Counselling - College has women counselling Committee which constantly interact with the female students.

C. Common Rooms - Institution has one well-equipped common room which also has sanitary pad dispenser machine.

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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Solid Waste Management:**

College has installed dust bins at multiple places in college campus. Students are clearly instructed not to litter in the campus and in case of any solid garbage has to put in the dust bins. Periodic 'Shramdan' activity conducted by NSS unit with the help of NSS volunteers in the campus that helps in keeping

campus free of any kind of solid garbage. Nagar Panchayats garbage collector van daily comes to college to collect all the garbage. Above all every member of college tries to minimize the paper wastage. Dust beans are placed at various places inside the college building.

**Liquid Waste Management:**

Every outlet of disposed liquid has connected to the septic tank and underground drainage so that liquid do not accumulate on the surface which helps in maintaining neat and clean ambience of the campus.

**E- Waste Management:**

-The college has emphasis on paperless office to save carbon emission in printers.

-Reuse of one -side- printouts.

-All e-waste is disposed to the Municipal Corporation or sell it to the scrap merchant.

-The non-working computer spare parts and other non-working equipments are safely disposed outside.

-The cartridges of laser printers are refilled outside the college campus.

-UPS Batteries are recharged / repaired / exchanged by the suppliers.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

<p><b>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</b></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

<p><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></p>	<p><b>E. None of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>

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).

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and

staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like Fresher Party ,teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, etc.Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

**Constitution day:** Constitution Day is celebrated on 26th November every year. The programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens. Students are encouraged to participate in activities like essay competition on the related themes. viz. 'Economic Thoughts of Dr. B. R. Ambedkar

**Celebration of National Days :** Every year Institute celebrates Republic Day, Maharashtra Day and Independence day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hosting with National



anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme.

**Road Safety Rally:** The students are encouraged to participate in the activities of spreading the awareness among citizens on social issues like road safety.

**Cleanliness/Plantation drive:** Students consistently and regularly participate in the cleaning activities on the several occasions every year. Moreover, students are encouraged for active participation in the plantation.

**Induction of the students on values, rights, duties and responsibilities:** Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India during induction as well as other programmes throughout year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff. In today's times we inspire students of our institution to follow the Gandhian

ideologies of truth and nonviolence and inspire them to contribute towards the peace and prosperity of the Nation.

Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year. Sadbhavana Diwas celebrated on 20th August every year to commemorate the birth Anniversary of Sardar Vallabh Bhai Patel.

International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfilment.

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen.

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	<a href="#">View File</a>

## 7.2 - Best Practices

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

**Two Institutional Best Practices [I]**

- Title of the practice** Promotion of Universal values among students
- Goal** • College recognizes the need to inculcate universal values like promotion of truth, selflessness righteousness etc.
- Context** • Harmonious development of body, mind and soul and promotion of universal values. • To help others • To preach and practice truthfulness. • To develop positive attitude.
- The practice** Following programs and activities were organized by the college in session 2020-21. • A class on moral values was held on 12.08.2020. • A special lecture on values as understood by Swami Vivekananda held on 6.01.21 • A programme on promotion of universal values was held on 05.02.21. • A counseling session of students was held on 10.02.21
- Evidence of Success** • Students are increasingly taking interest in this practice.

They are regularly attending these classes despite their packed schedule of usual classes. 6. Problems Encountered and Resources required. • Shortage of infrastructural facilities: A separate room is needed to hold these classes. • More expertise is required in this field. • Due to lock down during academic year 2020-21 most of the time college was closed, therefore very less activities were done. [II] 1. Title of the practice Tree plantation programme. 2. Goal • To plant trees as many as possible. • To enhance the values of plants & environment among the students during their study. • To create the interest among the students regarding the values of trees & plants. 3. Context • The mission is to sensitize and empower students and staff to give back to nature and live in an environment conducive to their health and well-being. • The very noble objective of "Tree Plantation programme is to save our planet and & mother earth by plantation work". • Tree Plantation programme can become more popular. So, it is the duty of ours to promote more and more students to come forward. • To rising up the level of the student thinking regarding Tree plantation work. 4. The Practice • Regular tree plantation activities were conducted in college campus by the NSS students. • Deori Nagar Panchayat gifted 50 plants to the college under project 'Mazi Vasundhara program'. • Deori Forest department gifted 25 plants to the NSS department of the college for plantation. • Local leaders also gifted few plants to the college for plantation. • Mass oath taken by the staff of college and students to plant more and more plants in the college campus and at homes. • 5 students are assigned to each plant to ensure the survival of plant. 5. Evidence of Success • Students understood the importance of Plantation. • Around 30% plants survived till date. 6. Problems encountered and Resources required • College land is infested with termites; hence mortality rate of plants is high. • Due to lockdown watering and care of plants most of the time was not possible.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

Gondia district is situated at the easternmost boundary of Maharashtra. Earlier Gondia was a part of Bhandara district but later on it became an independent district. The characteristic feature of district is the considerable population of Gond Tribe (hence the name Gondia), local Adivasi tribe. Apart from Gonds, castes belonging to schedule category also have large population. Moreover the progress of district is largely affected by very violent Naxal activities. Due to this, most families are struggling for their daily livelihood.

Looking at the agony the great Late Shri Manoharbai Patel decided to uplift the standard of living of local residents, for this he thought that a better education is the way to do it. Therefore he established the Gondia Education Society to impart quality education to downtrodden people, which later on opened schools and colleges in every part of Bhandara (then Gondia was a part of Bhandara) district.

Deori is one of the taluka places out of eight taluka's of Gondia. It is situated in the heart of great Nagzira forest. Major chunk of Deori's population belongs to SC/ST. Deori remained the most underdeveloped taluka as compare to other talukas of Gondia. This is due to high amount of naxal activities and hesitant attitude of local Gond tribal people to upgrade standard of living. For the bread and butter most of the families were depending upon tendupatta collection (Bidi Labour), Moha Flower collection and labour in other's farm. The poverty was driving the youth from Gond Samaj into Naxal activities. This was all happening because of lack of higher education. There was no degree college in Deori before 1990. The nearest college was in Gondia which is 70 kilometers away from Deori. Only youngsters from better families were able to go for degree level education and the youth from ST category deprived of it. Keeping all these challenges in the view, Gondia education society had decided to set up a degree level college in such a backward taluka. This gives birth to Manoharbai Patel College of Arts and Commerce, to impart higher education to the youth belonging to backward category.

College has started giving education on tag line of 'Bahujan Hitay Bahujan Sukhay'. Initially there were only few students admitted but in subsequent years many more students added. Due to quality faculty, college was able to attract students from every part of society. But one of the biggest achievements of

college is that the number of students belonging to Gond Samaj (ST category) has been increased considerably till date. And this becomes the college's distinction.

For many years college had only two streams i.e. Arts and Commerce but considering overwhelming response, Gondia Education Society decided to add one more feather in the crown i.e. it started science faculty in 2008 keeping in mind that the youth from Gond samaj should also have science as carrier option. Since then college has never seen back. It has constantly striving to set highest bench mark in the field of education. All the teachers are well qualified. All of them have zeal to pass on the knowledge to youth coming from downtrodden families especially from Gond Adivasi's. Every faculty member takes extra effort to encourage and motivate the adivasi families to send their wards for higher education. College provides very pleasant and comfortable atmosphere to these youngsters. Every member of college faculty makes them believe that they belong to the society. When they go out of the college after completing their education, they become confident with dynamic persona. Many Passed students belonging to ST category went on for post-graduation. Many of them are in government jobs. Currently above 50% students of college are belonging to ST category.

Our future plan is to start Post-graduation courses in various subjects so that graduates of the college, need not go out of Deori for higher education. At present lots of challenges are ahead, to achieve this goal. The biggest challenge up front is the shortage of infrastructure, the tough rules and regulation laid by the affiliated university and lack of funds. Another problem is the lack of transport connectivity with remote villages of Deori. After 3.30 pm there is considerable decline in the frequency of buses or even complete absence of it. Being a naxal affected area, college cannot be extended beyond 3.30 pm. Due to time constrain extended teaching for the students is not possible. In spite of all these lacunas, we as a unit constantly are doing our level best to give quality education.

Abiding the social responsibility college will continuously walk along the path to hold the distinction in the education of youths from downtrodden families especially Gond Adivasis.

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

#### FUTURE PLANS OF ACTION FOR NEXT ACADEMIC YEAR

The College IQAC has identified the broad objectives which the College should strive to achieve

during Next Academic Year, which are enumerated as under -

1. To create an enabling environment for holistic development of Students, Faculty and Support

Staff;

2. To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty

and Students;

3. To fulfil its Social Obligations, in the manner of providing formal & informal education,

dissemination of Knowledge, organizing programmes and activities for the benefit of the

Community and Other Stakeholders;

4. To create awareness and initiate measures for Protecting and Promoting Environment;

5. To encourage and facilitate Research Culture, to promote Research by students and Faculty and

Consultancy by Faculty;

6. To continuously Innovate, introduce new courses and remain relevant to the changing needs

of the stakeholders;

8. To monitor Quality Assurance and Quality Enhancement activities of the Institution and to obtain ISO Certification;
9. To Implement Structural Repairs to Building and Electrical Repairs, on the basis of Structural Audit, carried out by the Management;
10. To provide space for and make available Canteen Facility for Students & Staff Members;
11. To provide resources required for Use of Technology to provide online course contents, video lectures, etc , to overcome space constraints
12. To automate various Office Administration Processes;
13. To make available all Information online on the College web-site relating to Admission, Examinations, Courses, Rules, Committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities, & Others;
14. To support various Staff Benefit and Welfare measures.
15. To upgrade Library Resources to include digital content, which can be accessed by Students and Faculty online;
16. Digital Content in the form of Video Lectures, Study Notes, etc. to be made available on the web-site by Teachers;
17. Digitisation of Research Papers published by Staff Members and of Papers presented during the Conferences;
18. Faculty members shall be encouraged to create blogs to



enable students to communicate their

doubts, give feedback, suggestions, etc.

19. To facilitate Faculty Exchange Programmes with Other  
Academic Institutions and

International Linkages;

20. To enter into MOU's with Corporates and Industry  
Associations to promote Academia -

Industry Linkages, to enable placements, internship, training,  
etc. for the students;

21. To foster and strengthen relationship of Alumni with the  
Institution

22. To facilitate a Research Environment in the College, which  
encourages Faculty and Students

to undertake Research;

23. To encourage faculty to Organise Faculty Improvement  
Programmes, National and

International Conferences;

24. To encourage Faculty to Participate in Syllabus Framing (at  
Board of Studies), Setting

Question Papers (at University Examinations), Visit Other  
Institutions as Resource Persons,

etc.

25. To organize programmes (informal education) on topics of  
general interest for the benefit of

students and society / community.