



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	MATSYODARI SHIKSHAN SANSTHA'S ANKUSHRAO TOPE COLLEGE JALNA
Name of the head of the Institution	DR. GAIKWAD BABASAHEB RAMCHANDRA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02482223439
Mobile no.	9404042999
Registered Email	mssjln@rediffmail.com
Alternate Email	mssatciqac@gmail.com
Address	Near Motibag, Beside Railway Over Bridge, Old Jalna
City/Town	Jalna
State/UT	Maharashtra
Pincode	431213

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Gaikwad S.V.
Phone no/Alternate Phone no.	02482225332
Mobile no.	9421482721
Registered Email	drshahajigaikwad@gmail.com
Alternate Email	mssatciqac@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://mssatcjalna.com/AQAR%20-%202018-2019.pdf">http://mssatcjalna.com/AQAR%20-%202018-2019.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://mssatcjalna.com/ac-2019-20.pdf">http://mssatcjalna.com/ac-2019-20.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.06	2013	05-Jan-2013	05-Jan-2018

<b>6. Date of Establishment of IQAC</b>	01-Jun-2004
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Borrowing & Returning books from Central	01-Jul-2019 200	2000

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

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Significant contribution by IQAC: • To supervise the academic activities whether they are run by the academic calendar. • IQAC monitored the process of CAS (Career Advancement Scheme) of the faculty. • IQAC assisted the faculty members to obtain Research Guide recognition from the parent university. • IQAC directed the concerns to maintain cleanliness on the campus as well as to plant new trees. • IQAC suggested the central library to upgrade its facilities.

[View File](#)

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

Plan of Action	Achievements/Outcomes
To appoint private security guards	Two security guards have been appointed
To review of the annual results	Results have been reviewed and documented

To upgrade the Software up-gradation	Softwares have been upgraded and installed
To submit the proposal of Research Centre in English	Proposal submitted to parent university
<a href="#">View File</a>	
<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	31-Dec-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The MIS of the Institution consists of generating, communicating and identifying problems in order to make the process of decision making easy. As a result, the MIS helps in enhancing the quality of the everyday working of the institution. The institution has made its MIS effective through computer database. The IQAC communicates its decisions and initiatives to faculty and students through notices, circulars, SMSs, and sometimes through oral communication. Notices, circulars, SMSs and oral communication notify the faculty, students and nonteaching staff the dates, time, duration, place of certain work or event or program or meeting to be taken place. This process of MIS helps in great way to be in touch with faculty, students and nonteaching staff. The next mode of MIS is related to Principal of the institution, who in his turn calls meetings, gives suggestions and instruction through notices as well as oral communication. Sometimes he calls meetings whenever possible for the purpose of giving intimations both to the faculty and nonteaching staff. MIS of the Institution works in vertical as</p>

well as horizontal ways. The office of the Institution informs the students of certain dates, certain schemes and facilities available for them. Typed notices are being taken class to class and read out for the students. It is ensured here that every student must be communicated of all things available in the Institution. The same notices are displayed in the showcases hanged at different places on the campus. Parents, employer and alumni are informed of and provided with new syllabus in order to seek their opinions and suggestions. Academic information is communicated to the faculty through the Head of the Department who calls meetings for the purpose. Circulars from the UGC, state government and the parent university are made available for all the faculty and the concerned staff. Suggestion boxes is also part of MIS in HEI. Information from students is collected through these boxes. Students post their suggestions in the boxes and the concerned committee collect information and intimate it to the IQAC. Student Council has a main role to play in MIS by suggesting and intimating the problems students face on the campus. Thus the MIS of the Institution effectively communicates information to all the concerned and helps to enhance the quality of its working.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

The institution well in advance ensures effective curricular delivery through a well plan and documented process. It mainly consist of preparation of the annual academic calendar for the academic year. The calendar mentions monthwise dates for the academic activities to be done. In the month of June staff meeting is held and in the meeting review is taken and documentation of it is made. In addition to this, instructions for preparation of annual academic calendar are given. At the same time, preparation of semester teaching plan with ICT components is recommended. In the same month the teaching of the college begins and the teachers inform the students of syllabus and textbooks. The pattern of examination is explained in the class by providing the students with question papers. The feedback on new syllabus is taken from all stakeholders for the purpose of analysis and improvement. The college organize class-tests in order to see the extent to which the student perceive the teaching. As a part of continuous assessment the students are given assignments

on the topics taught in the class. The Curricular Aspects Committee supervise the teaching process and collects syllabus completion forms from the teacher.

If needed extra classes are organized. With the approach of examinations, students are given counselling in relation to examination. Examination time table is displayed in notice boards. After Diwali vacation, the Principal holds meeting of staff members. In the meeting a review of semester results of the first term examinations is taken. After the meeting, the teaching is resumed. In the earlier lectures, the students are informed of the syllabus. The same activities as mentioned above are done.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Yoga Stress Management	Nil	01/07/2019	90	Stress Management	Yoga Stress Management
Computer Literacy	Nil	01/07/2019	90	Computer Literacy	Computer Handling

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Accounting	01/07/2019
BVoc	Computer Hardware & Networking Maintainance	01/07/2019
BVoc	Banking	01/07/2019
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ENGLISH	01/07/2019
BA	GEOGRAPHY	01/07/2019
BA	ECONOMICS	01/07/2019
BCom	COMMERCE	01/07/2019
BSc	SCIENCE	01/07/2019
MA	ARTS & SOCIAL SCIENCES	01/07/2019
MCom	COMMERCE	01/07/2019
MSc	COMPUTER SCIENCE	01/07/2019

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

	Certificate	Diploma Course
Number of Students	165	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Prayojanmulak Hindi	01/07/2019	30
Spoken English	01/07/2019	30
Tally GST	01/07/2019	34
Taxation: Theory Practices	01/07/2019	21
Yoga Stress Management	01/07/2019	20
Computer Literacy	01/07/2019	24
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	GEOGRAPHY	30
MA	PSYCHOLOGY	30
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The institution collects filled feedback forms from all the stakeholder like Students, Teachers, Employers, Alumni and Parents. The feedback forms have questions related to syllabus from different perspectives. Each form consists of at least seven and at the most nine questions. The stakeholders give their responses in four ways such as Average, Good, Excellent and Outstanding. Each response of each question from the stakeholder is analysed and conclusion is drawn. The stakeholders also give suggestions. From the conclusions and suggestions the Curricular Aspects Committee draw its own conclusions and they are forwarded to concerned Board of Studies of parent university. The feedback analysis and its conclusion are uploaded on the college website.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	COMP. SCIENCE	60	10	10
MCom	COMMERCE	120	117	117
MA	ARTS & SOCIAL SCIENCES	1200	582	582

BVoc	VOCATIONAL COURSE	300	154	154
BCA	COMP. SCIENCE	180	40	40
BSc	SCIENCE	360	182	182
BCom	COMMERCE	480	470	470
BA	ARTS	840	625	625
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1471	709	30	17	47

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
47	47	65	10	10	5
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The institution has developed mentor-mentee system for the students. After admissions are finalized, the students are allotted to teachers. Each teacher approximately has 40 students whom he is in contact with. He / she knows each student personally and meets them at regular intervals. The problems of the students are noted down and they are communicated to the IQAC for solution. This system creates rapport between students and teachers. Students feel at home when they are on the campus because of this mentor-mentee scheme.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2180	47	1 : 46

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
76	47	29	0	34

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

Year of Award	Name of full time teachers receiving awards from state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized
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	international level		bodies
2019	DR. QUADRI S J	Professor	IFPEFSSA AWARD 2019 HYDERABAD INDIA
2019	DR APARE R S	Professor	PANCHAM AKHIL BHARTIYA SAHITYAKAR SANMAN BISADI UP
2019	DR BHOJNE S S	Assistant Professor	RAJARSHI SHAHU MAHARAJ INTERNATIONAL HONOUR NANDED
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BVoc	UGBVOC05	I TO IV	30/11/2020	31/12/2020
MSc	PGMSC03	I TO IV	30/11/2020	31/12/2020
MCom	PGMCOM02	I TO IV	30/11/2020	31/12/2020
MA	PGMA01	I TO IV	30/11/2020	31/12/2020
BCA	UGBCA04	I TO VI	30/11/2020	31/12/2020
BSc	UGBSC03	I TO VI	30/11/2020	31/12/2020
BCom	UGBCOM02	I TO VI	30/10/2020	31/12/2020
BA	UGBA1	I TO VI	30/10/2020	31/12/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institution at its own level has taken quality initiatives on Continuous Internal Evaluation (CIE). The CIE consists of oral tests, written tests, seminars, assignments, projects and practical. After the completion of teaching of unit I of the syllabus, the teachers evaluate the students by conducting oral tests, seminars. Assignments and projects on different topics are given for completion. The practical in the subjects of Science, Geography and Psychology are conducted. The tests, seminars, assignments, projects are evaluated and the students are provided with answer books. The suggestions regarding the answers by the students are given. If the students commit mistakes, they are rectify of them.

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

For conduct of examination and other related matters, the institution prepares academic calendar and strictly adheres to it. In the month of May, the IQAC and its committees work on the plan of activities, in addition to academic programs, to be done in the academic year. Academic calendar is the main document to be adhered to. Examination is one of the major concerns of the institution. The unit tests are conducted after the completion of a unit of all subjects. The same process has been adopted after the completion of consequent

units. The subject teacher conducts the test in his classroom and evaluation of the answer books has been done. The students are notified of all the tests by displaying the academic calendar on the notice boards. Thus the academic calendar prepared by the institution helps both teachers and students to conduct and face the internal examinations.

## 2.6 – Student Performance and Learning Outcomes

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

<https://mssatcjalna.com/2.6.1-PROGRAME-OUTCOME.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
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## 2.7 – Student Satisfaction Survey

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

<https://mssatcjalna.com/2.7.1-SSS.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	600	ICSSR	3	1
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Psychological disorders conception and misconception	Psychology	09/10/2020
150th Gandhi Jayanti State Level Seminar	Sociology	22/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Sports Psychology	Dr. Quadri S. J.	IFPEFSSA Award	30/06/2019	International
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NUSSD	MATSYODARI INCUBATION	TISS MUMBAI	ACCOUNTING, BANKING AND FINANCE, HOSPITAL SERVICE MANAGEMENT	ACCOUNTING, BANKING AND FINANCE, HOSPITAL SERVICE MANAGEMENT	01/08/2019
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Public Administration	1
Geography	1
Psychology	1
Political Science	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	PUBLIC ADMINISTRATION	3	5
International	COMMERCE	1	5
International	PSYCHOLOGY	12	5
International	POLITICAL SCIENCE1	1	5
International	URDU	4	5
International	MARATHI	2	5
International	GEOGRAPHY	1	4
<a href="#">View File</a>			

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

Department	Number of Publication
Public Administration	1
Psychology	2
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations
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					mentioned in the publication	excluding self citation
0	0	0	2019	0	0	0
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2019	0	0	0
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	23	2	0
Presented papers	0	4	0	0
Resource persons	0	5	0	0
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
HEALTH CAMP	COLLEGE AND SANJIVANI HOSPITAL	6	35
TREE PLANTATION	COLLEGE	7	40
MEDICAL CAMP	COLLEGE, CIVIL HOSPITAL AND SANJEEVANI HOSPITAL	6	35
<a href="#">View File</a>			

### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SWACHCHA	COLLEGE	TREE	8	50

BHARAT		PLANTATION		
AIDS AWARENESS	CIVIL HOSPITAL AND COLLEGE	AWARENESS RALLY	7	45
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP	MENTAL HEALTH	MANAS HOSPITAL	02/07/2019	31/12/2020	30
RESEARCH FACILITY	RESEARCH	ICT JALNA	08/10/2019	31/12/2020	25
HEALTH FACILITY	HEALTH	JALNA MISSION HOSPITAL	24/09/2019	31/12/2020	47
INTERNSHIP	ENTREPRENEURSHIP AND RESEARCH	MCED	30/07/2019	31/12/2020	25
INTERNSHIP	TRAINING	TISS MUMBAI	25/11/2019	31/12/2020	60
FACILITY	HEALTH	SANJIVANI HOSPITAL	05/08/2019	31/12/2020	65
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
TISS MUMBAI	25/11/2019	INTERNSHIP	64
SHANTI NURSING HOME	22/08/2019	INTERNSHIP	27
MANAS HOSPITAL	02/07/2019	INTERNSHIP	28
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25	22

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2004

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46587	7607780	902	286318	47489	7894098
Reference Books	1867	2323057	67	105662	1934	2428719
Journals	97	162601	55	94613	152	257214
CD & Video	120	Nill	Nill	Nill	120	Nill
Weeding (hard & soft)	7981	331855	Nill	Nill	7981	331855
Library Automation	8	497350	Nill	Nill	8	497350
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nill

No file uploaded.

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	100	2	2	0	0	2	12	4	0
Added	0	0	0	0	0	0	0	0	0
Total	100	2	2	0	0	2	12	4	0

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

4 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	<a href="#">0</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
35	31.32	10	9.87

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

The Institution has developed procedures and policies for maintaining and utilizing physical, academic and support facilities. The laboratories in the institution have their heads who decide and develop policies and procedures to maintain them. The requirements of instruments and materials are pointed out and informed to the Principal. The heads of all the laboratories work out timings of experiments and inform them to the students. The laboratory assistants individually supervise each students while they are doing the experiments. The security and the health of the students are taken care of. The damaged materials are removed and the laboratories are cleaned by the Peons.

The library of the institution is a unit to be boast of. As the head, the Librarian, who is of the Professor rank, decides policies and procedures to maintain and to utilize the library. At the beginning of academic year, he asks the recommendations of books from all the departments. This procedure is closely followed and books are made available for both students and teachers. The students and teachers can borrow book all the days of the week during its time. The worn out and mutilated books are removed and sent for binding. The cleanliness of the books and the library is maintained by vacuum cleaner and by manually. Pest control is used to stop the decay of library collection. The institution has its own sports complex. It consists of playgrounds and indoor sports hall. The sports complex is available for students, teachers and even for outside people. The students who are free from their classes can avail the sports facilities. The batches of the students are made for purpose of training

and practice. The games like Kabbadi, Kho-Kho, Volleyball and Cricket are always played. In the indoor hall the games like Tennis, wrestling, shuttle badminton, and volleyball are being played. The regional tournaments are arranged for students. The sports teacher decides the time and game to be played on a particular day. The campus is maintained with the help of hired sweepers and sometimes with the help of college students. Allocation of budget is made for sports. The institution has ample classrooms for the purpose of teaching and other curricular activities. Out of the numbers of classrooms, seven classrooms have smart boards and internet facility. It is seen that every teacher must use smart board classroom at least three times within a week. The maintenance of the smart board classrooms and other classrooms is done through machinery. The institution has 4 computer laboratories on the campus. Two labs are BCA labs, one is language lab, and one is library lab. Students interest in doing course in computer can seek admission in one of these labs. Each lab has one head to decide and to maintain it. Care has been taken to upgrade all these laboratories with computers of high configuration.

<https://mssatcjalna.com/4.4.2-procedure-for-maintainance.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MSS ATC JALNA	283	475435
Financial Support from Other Sources			
a) National	GOI	682	2241066
b) International	-	0	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skills	01/07/2019	278	Dr. BAMU
Remedial Coaching	01/07/2019	50	ATC Jalna
Language Lab	01/07/2019	50	ATC Jalna
Bridge Courses	01/07/2019	16	ATC Jalna
Yoga	01/07/2019	48	ATC Jalna
Meditation	01/07/2019	50	ATC Jalna
Personal Counselling	01/07/2019	9	ATC Jalna
Mentoring	01/07/2019	50	ATC Jalna

[View File](#)

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

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passed in	Number of students placed

		competitive examination	career counseling activities	the comp. exam	
2019	Competitive Exam Cell	222	10	5	18
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	23	BA MARATHI	MARATHI	MSS ATC JALNA	MA MARATHI
2020	12	BA HINDI	HINDI	MSS ATC JALNA	MA HINDI
2020	39	BA ENGLISH	ENGLISH	MSS ATC JALNA	MA ENGLISH
2020	4	BSC COMP.SCI	COMP. SCI	MSS ATC JALNA	MSC COMP.SCI
2020	31	BA HISTORY	HISTORY	MSS ATC JALNA	MA HISTORY
2020	57	BA ECONOMICS	ECONOMICS	MSS ATC JALNA	MA ECONOMICS
2020	60	BA POLITICAL SCIENCE	POLITICAL SCIENCE	MSS ATC JALNA	MA POLITICAL SCIENCE
2020	38	BA SOCIOLOGY	SOCIOLOGY	MSS ATC JALNA	MA SOCIOLOGY
2020	60	BA PSYCHOLOGY	PSYCHOLOGY	MSS ATC JALNA	MA PSYCHOLOGY
2020	58	BCOM	COMMERCE	MSS ATC JALNA	M.COM.

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

Items	Number of students selected/ qualifying
NET	7
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
KABBADI (BOYS)	LOCAL	12
BADMINTON	LOCAL	2
ATHELETICS	LOCAL	11
BOXING	LOCAL	2
KABBADI (GIRLS)	LOCAL	12
CRICKET	LOCAL	17
ATHELITICS (GIRLS)	LOCAL	18
LAVNI	UNIVERSITY	3
KAVYAVACHAN	UNIVERSITY	1
VYANGACHITRA	UNIVERSITY	1
<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 national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	University Wrestling Award	National	1	1	201701520077	Ms. Kanchan Thorve
<a href="#">View File</a>						

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

INAUGURATION OF STUDENTS COUNCIL ON 3 FEBRUARY 2020.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Registered with Charity Commissioner

5.4.2 – No. of enrolled Alumni:

25

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 – Institutional Vision and Leadership**

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

The institution has developed and adopted practices of decentralization and participative management in order to make its working fair. For example, to appoint security guards on the campus, the decentralization and participative management practice is followed. The discipline committee observes and feels the need of security guards on the campus. It recommends to the IQAC office for the appointment of security guards. The IQAC takes decision in its meeting and sends the proposal to the Secretary of the institution for the approval. The secretary gives approval to the appointment of the security guards. In case of purchase of books, same procedure is followed. The librarian asks recommendations of books from the departments. The departments give the recommendations of the books to the library. The librarian puts the recommendations for approval of the Principal. The Principal puts the issue into the IQAC meeting. The IQAC sends the proposal to the final approval of the Secretary since it is related to the finance. Care is taken to do the things in less time.

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

Yes

**6.2 – Strategy Development and Deployment**

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

Strategy Type	Details
Curriculum Development	The institution is very much serious about curriculum and its development since it affects the generation of students. The institution has its faculty on the Board of Studies of parent university. The IQAC along with subject experts discuss and charts out the syllabus. The charted out syllabus through the Board Members is sent to the Board of Studies for inclusion.
Teaching and Learning	The IQAC of the college works out the norms and rules in order to enhance the teaching learning process. In a general meeting of faculty members, dates of actual teaching and semester-wise teaching plan are finalized. Each member of the faculty is told to work out and mention the topic and units in which the ICT use is necessary. The IQAC monitors the teaching and ICT use in the institution. In the midsemester, the IQAC takes the review of the status of teaching and assignments of tutorials, and tests to be conducted. Teaching Learning Process Review Committee Functions: 1) To verify the the ICT use as mentioned in teaching

plan. 2) To check the monthly status of teaching as per plan. 3) To visit the classes in order to seek feedback about ICT use and teaching in general. 4) To look whether teaching methods are being used in the class. 5) To suggest the teacher of his improvement, if any and if suggested by the students, in teaching.

**Examination and Evaluation**

Examination is one of the major concerns of the institution. The unit tests are conducted after the completion of a unit of all subjects. The same process has been adopted after the completion of consequent units. The subject teacher conducts the test in his classroom and evaluation of the answer books has been done. The students are notified of all the tests by displaying the academic calendar on the notice boards. Thus the academic calendar prepared by the institution helps both teachers and students to conduct and face the internal examinations.

**Research and Development**

The Governing Body of the Institution promotes research and, as a part of it, encourages the individual faculty members for it. The Research Centre in six subjects (Economics, Psychology, Geography, Sociology, Public Administration and Political Science) has been established to cater the research need. There are eleven faculty members who are recognized research guides. The faculty is permitted to attend the seminars, workshops, conferences and symposiums, and is supported financially. Even the faculty is granted study leave for Ph.D. under Faculty Improvement Programme by UGC. In addition to this, faculty members published four research papers in national and international journals. Reference books and textbooks by faculty members were also published in this year.

**Library, ICT and Physical Infrastructure / Instrumentation**

In case of Library, the students are given free access to the books. Now they can borrow books on all the days during the working of library. The institution has introduced LCDProjectors in classrooms in order to make the class teaching effective.

**Human Resource Management**

The Governing Body of the Institution looks into the matter of managing the

	<p>human resource available. Different works such as academic, administrative, and co-curricular are done through various committees formed from faculty and the staff. The Principal of the Institution supervises as the chief of these committees. The official works are distributed and assigned to different support staff in order to get it done fairly and in time.</p>
Industry Interaction / Collaboration	<p>The Department of Psychology department of the Institution has collaborated with with Psychiatric Hospitals, Aurangabad. Third year students of the Department work in these hospitals as apprentices. The Department of Commerce also has collaboration with Samarath Sahakari Bank and under this collaboration the third year students of the department visit the bank and learn how the work of it is being done.</p>
Admission of Students	<p>The admission process of the Institution is transparent and fair. At the beginning of the academic year an advertisement is published in newspapers highlighting merit and salient features of the Institution. The faculty-wise Admission Committees are formed in order to carry out the admission process. Admissions are given on the basis First Come First Serve. In this process, the reservation policy is keenly followed and implemented. Admission are open to all students irrespective of caste, religion, gender and economic backwardness.</p>

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

E-governance area	Details
Planning and Development	<p>E-governance has been used in planning and development of the institution. All the plans are transformed into database which are available for all the concerned on the institutions website. The notices of meetings of CDC, IQAC and other committees are sent through electronic medias like Email, website, SMS, WhatsApp. The minutes and resolutions of the meetings are saved in the computers and they are available for the appraisal. This e-governance helps in the development of the institution by saving time and energy. The accuracy and accountability of the institution are maintained through egovernance.</p>

<b>Administration</b>	In the administration of the institution the use of e-governance is done to the utmost level. All the correspondence both with Joint-Director, Higher Education and the parent university is done via email and website. As a part of e-governance, the office of the institution uses CMS software. Each section of the office has computer and it is used for all purposes.
<b>Finance and Accounts</b>	Finance and accounts of the institution use e-governance by practising CMS and Tally ERP softwares. The balance sheets are prepared only through these softwares. General audit of the college is done through e-governance.
<b>Student Admission and Support</b>	In the admission process the institution uses <a href="http://www.digitalbamua.ac.in">www.digitalbamua.ac.in</a> website of parent university. From registrations to admissions this website is used. The admitted students can verify their information from the website. The students are communicated of the facilities available in the institution through email and whatsapp
<b>Examination</b>	In the examinations the e-governance play vital role. Students hall tickets are made available on the university website which is accessible for the institution. All question papers are received only through the web portal <a href="http://www.bamuapps.in">www .bamuapps.in</a> . This greatly helps to avoid the mal-practices in examinations. After the answer book evaluation, the marks obtained by the students are sent only through the online web portal of the university

### 6.3 – Faculty Empowerment Strategies

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

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

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2019	NIL	NIL	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Environmental Studies and Sustainable Development	1	01/10/2019	13/10/2019	13
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1	5	0

## 6.4 – Financial Management and Resource Mobilization

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

<p>It is the regular practice of the institution to have its finance matters audited every year. For this purpose the institution appoints an internal auditor who does the audit. After the internal audit, the internal auditor does the audit. Both types of audit are seriously and timely done. This helps the institution to be fair in financial matter. After the audit is done a copy of audit statement is made available on the college website.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

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

2729193
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## 6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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

The Institution also pays its attention to development of supporting staff. It organizes training camps in Tally and Office Management Software. Training in Communication skills and record keeping is also given to them
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Improvement in Book borrow system	01/07/2019	01/07/2019	31/05/2020	500

[View File](#)

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Womens Health Awareness	26/09/2019	26/09/2019	110	0
World Womens DAY	08/03/2020	08/03/2020	40	2

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

Percentage of power requirement of the University met by the renewable energy sources
31

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	5
Ramp/Rails	Yes	5
Scribes for examination	Yes	5

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	13/07/2019	2	tree plantation	deforestation	100

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

Title	Date of publication	Follow up(max 100 words)
Handbook on code of conduct for students, teachers, support staff and Human Values Professional Ethics	15/08/2016	Codes of conduct for the students 1. Every student must carry identity card in the college campus. 2. No outsider with a student is allowed to enter in the college premises. 3. Every student is required to maintain a minimum of 75 average attendance in the classes, failing which the student cannot appear for the term and examination and also the student will not avail of any government scheme. 4. College activities should be informed to the parents timely. 5. Political activation is strictly prohibited in the college campus. 6. Students must attend the entire programme conducted by the college. 7. For any academic problem and query, students should contact to the principal. 8. Students should follow the discipline and the instructions given by the authority. 9. Students must not loiter in the college premises while the classes are going on.

10. Keep your mobile phone on silent mode in the classes as well as in the college premises. 11. Students should avail of library reading room facility in their off lecture time. 12. Smoking, Tobacco, Gutkha Chewing is strictly prohibited in the college campus as per the law. 13. Official disciplinary action will be taken against the students for their misbehavior misconduct in the class as well as in the college campus 14. Disobeying the college rules, regulations and discipline will lead to the cancellation of the admission as well as further action. 15. Advertisement posters and banners are not allowed in the college campus.

**7.1.6 – Activities conducted for promotion of universal Values and Ethics**

Activity	Duration From	Duration To	Number of participants
INTERNATIONAL YOGA DAY	21/06/2019	21/06/2019	55
READING DAY	19/06/2019	19/06/2019	50
ANNABHAU SATHE JAYANTI	01/08/2019	01/08/2019	50

[View File](#)

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

1. Pollution free campus 2. Trees Plantation 3. Plastic free campus 4. No Horn zone 5. Paper free office

**7.2 – Best Practices**

**7.2.1 – Describe at least two institutional best practices**

TWO BEST PRACTICES: 1. EARN AND LEARN 2. COUNSELLING CENTRE

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

<https://mssatcjalna.com/Best-practices-721.pdf>

**7.3 – Institutional Distinctiveness**

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

The HEI provides Health and Community Services to the farmers and workers in

the vicinity. Under this services, HEI organizes Eye Checkup Camps, Blood Donation Camps, General Health Checkup Camps, Distribution of Hearing Aids, Spectacles, medicines, vaccinations.

Provide the weblink of the institution

<https://mssatcjalna.com/INSTITUTIONAL-DISTINCTIVENESS.731.pdf>

### **8.Future Plans of Actions for Next Academic Year**

- TO BUILD WALL FENCING. - TO ACTIVATE RESEARCH CENTRE IN ENGLISH - TO PLANT COCONUT TREES - TO BUILD SEPARATE NEW BUILDING.