



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Matsyodari Shikshan Sanstha's
Ankushrao Tope College Jalna

- Name of the Head of the institution Prof. Pandit Milind Bhagwan
- Designation Principal
- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 02482 225332
- Mobile no 8975862870
- Registered e-mail mssjln@rediffmail.com
- Alternate e-mail karwande,santosh@gmail.com
- Address Survey No. 488, Near Motibaugh
Overbridge, Old Jalna
- City/Town Jalna
- State/UT Maharashtra
- Pin Code 431203

2.Institutional status

- Affiliated /Constituent Affiliated
- Type of Institution Co-education
- Location Urban

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Dr. Babasaheb Ambedkar Marathwada University Aurangabad**
- Name of the IQAC Coordinator **Prof. Karwande Santosh Laxman**
- Phone No. **9503512447**
- Alternate phone No. **8208702327**
- Mobile **9503512447**
- IQAC e-mail address **mssatciqac@gmail.com**
- Alternate Email address **gajartd@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)) <https://mssatcjalna.com/AQAR-2019-20.pdf>

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

- if yes, whether it is uploaded in the Institutional website Web link: <https://mssatcjalna.com/Academic%20Calendar-Yr-21-22.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.11	2023	10/01/2023	09/01/2028
Cycle 2	A	3.06	2013	05/01/2013	04/01/2018
Cycle 1	B	76.45	2004	08/01/2004	07/01/2009

6. Date of Establishment of IQAC **01/07/2004**

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

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

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

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

9.No. of IQAC meetings held during the year 02

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

1. Subject-related certificate Add-on courses started 2. Introduced Mentor-Mentee Scheme 3. Introduced Outcome-Based Model for all academic programmes 4. Budgetary provision for Research 5. Efforts to collaborate with industries

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

Plan of Action	Achievements/Outcomes
Promote registrations for MOOCs and credit transfer	Number of students registered for various MOOC courses and their accounts on Digi Locker opened.
Implemented Outcome Based Education model for all programmes	A system to map the attainment of OBE initiated across all programmes
Efforts taken to set up Incubation center	The process of establishing MOU with Atal Incubation Center, Dr. B.A. Marathwada University started. Industries identified for further action
Strengthen Mentoring activities for all UG and PG students	Mentoring activities strengthened through mentors counselling center.

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Matsyodari Shikshan Sanstha's Ankushrao Tope College Jalna
• Name of the Head of the institution	Prof. Pandit Milind Bhagwan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02482 225332
• Mobile no	8975862870
• Registered e-mail	mssjln@rediffmail.com
• Alternate e-mail	karwande,santosh@gmail.com
• Address	Survey No. 488, Near Motibaugh Overbridge, Old Jalna
• City/Town	Jalna
• State/UT	Maharashtra
• Pin Code	431203
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Dr. Babasaheb Ambedkar Marathwada University Aurangabad

• Name of the IQAC Coordinator	Prof. Karwande Santosh Laxman				
• Phone No.	9503512447				
• Alternate phone No.	8208702327				
• Mobile	9503512447				
• IQAC e-mail address	mssatciqac@gmail.com				
• Alternate Email address	gajartd@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://mssatcjalna.com/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://mssatcjalna.com/Academic%20Calendar-Yr-21-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Cycle 2	A	3.06	2013	05/01/2013	04/01/2018
Cycle 1	B	76.45	2004	08/01/2004	07/01/2009
6.Date of Establishment of IQAC			01/07/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
N.A.	N.A.	N.A.	N.A.	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	02	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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<ul style="list-style-type: none"> If yes, mention the amount 		
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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	30/12/2022
15. Multidisciplinary / interdisciplinary	
<p>1. Considering NEP 2020, <i>Matsyodari Shikshan Sanstha's Ankushrao Tope College</i> envisages to transform itself into a holistic and multidisciplinary institution <i>per se</i>. Holistic and multidisciplinary approach aims to develop all capabilities of humans in an integrated manner. The institute offers a wide range of courses of students' interests across all programmes. Most of these courses are interdisciplinary in nature and scope. The institute has designed and developed short term Add-on courses in Arts, Commerce and Science. Any student from any stream can get enrollment for these courses as per his/her interest. Such imaginative and flexible curricular structures enable creative combinations of study that offer multiple entry and exit points. Short term courses in Languages, Literatures, Mathematics, Statistics, Applied Sciences, Sociology, Economics, Psychology etc. are being strengthened in order to offer multidisciplinary choices to the learners having varied and copious needs. Apart from this, many undergraduate and postgraduate programmes include credit-based courses and projects in the area of community engagement, environment and value-based education. Besides their regular courses, the learners are engaged in multiple disciplines of learning of their special interest both at undergraduate and postgraduate levels. The institute has engaged in multidisciplinary research endeavors in subjects like Psychology, Geography, Languages and Literatures to find solutions to society's most tenacious issues and challenges. Add-on courses in</p>	

Tally, Taxation, Yoga, Computer, Botany, Micro-pathology, Remote-Sensing and different languages like Marathi, Hindi, English and Urdu have opened a vast corridor for learners with multidisciplinary interests. Similarly, the integrated B.Voc. programmes bridge the gap between academic and vocational courses with the option of getting certificate (06 months), diploma (12 months) and degree (36 months). Thus, academic flexibility offers choices to the learners in their learning trajectories and help them select their own paths in life as per their talents and interests.

16.Academic bank of credits (ABC):

1. Establishment of Academic Bank of Credits (ABC) would digitally store the academic credits earned from various recognized HEIs so that degrees from an HEI can be awarded taking into account the credits earned by the candidates. Credit transfer is a key to successful study mobility. After getting Autonomous status in the near future, the institute intends to register itself under Academic Bank of Credits through National Academic Depository (NAD). This will enable student mobility and help the learners to enjoy academic flexibility. It will also help the students to choose their own learning paths and recognize their learning achievements. The key feature of this system is that it enables multiple entry/exit with the permit to study at their own space with complete transparency. As a part of preparedness for NEP, the institute is encouraging the faculties to design their own curriculum of different courses like Add-on certificate courses, courses of NUSSD of TISS, Diploma courses of NSQF, Degree courses of B. Voc. and online courses on NPTEL. The faculty members of the institute are also encouraged to write their own text books and prepare their own reading material in order to facilitate the students for effective learning. The institute has a full-fledged counselling center to ensure physical, psychological and emotional well-being of the students. The institute is also actively engaged in Continuous Internal Evaluation of the students in order to track their academic progress throughout their academic journey in the institute.

17.Skill development:

1. The institute has been running vocational courses sanctioned by the UGC since 2014. Welding and Fitting are the two NSQF Community College diploma courses which have

developed skills among the students. B.Voc. courses in Banking, Accounting, Computer Hardware and Networking Maintenance have also been introduced since 2018 with the view to impart skills. In addition to this, various skill-based vocational courses like Beauty Parlor and Wellness, DOT.NET, Web Designing, CCC+, C Language, Core JAVA, SQL & PL, Advanced Excel, Advanced Financial Accounting, Computer Application, Tally and Marketing have also been started in collaboration with Vedanta Foundation, Mumbai. Similarly, the institute has also collaborated with Tata Institute of Social Sciences (TISS) in order to run NUSSD courses like Diploma in Banking and Financial Services, Diploma in Hospital Services Management, Foundation course and Digital Marketing. As far as imparting value-based education to the students to inculcate positivity is concerned, the institute has constantly been engaged in programmes and activities which include humanism, ethics, truth, righteous conduct, peace, love, non-violence, scientific temper, environmental awareness, citizenship etc. *Sanskar Din* is being observed on each Thursday in a week for all students in which a renowned speaker delivers lecture on these issues. A care has been taken that all students should take at least one skill-based course during their stay on campus. The institute has collaborated with industries/institutes/organizations in order to run these skill-based programmes/courses. Experts from such parties have been invited to the institute to impart vocational skills. Similarly, the students are sent on these industries/organizations for on-the-job training, field projects and internships. Vocational education and related counselling is imparted through online and offline mode to the students. The students who have completed these programmes/courses are immensely benefitted. Most of them are now successful entrepreneurs in their areas and earning handsomely. Considering NEP, these vocational/skill-based courses/programmes are going to play a pivotal role in inculcating skills among the students.

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

1. Promotion of Indian languages and culture is not only important for the nation but also for the individual. Cultural awareness and expression are the major competencies for a sense of identity and belonging. The institute runs compulsory, additional (Second Language) and

optional courses in Marathi, Hindi and Urdu. It is envisaged that the students of all disciplines should be well-equipped with these languages. The institute runs three certificate courses in Marathi, Hindi and Urdu respectively. The Board of Studies of these departments design their own curricula with thirty contact hours. The faculty of these departments have been actively engaged in writing text and reference books of their respective language subjects. Even a care is taken to relate the knowledge of all subjects in vernacular across all programmes. Instructions to use both Marathi and Hindi along with English while teaching have been given to the teachers. It is also planned to host workshops with regard to teach both in English and vernacular languages. The teachers are also asked to use available books in Marathi and Hindi in Science subjects. As far as Indian Knowledge System is concerned, the decision to start certificate courses in traditional Indian knowledge like *Bhagwatgeeta* and *Pali* and Buddhism has been taken in the IQAC meeting of 2020-2021. Hopefully, these courses will be started from the next academic year. Near about all degree programmes offered by the parent university are being run in Marathi and bilingually. Apart from main Indian languages, the institute is also conscious of other dialects like *Ahirani*, *Varhadi* and other tribal languages. Similarly, the institute aspires to incorporate various Indian arts through its vibrant Cultural Department in the due course. The institute has already started spreading awareness of Indian Knowledge System and Indian Arts to the faculty and students through online mode.

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

1. Outcome based education is a central point of *Matsyodari Shikshan Sanstha's* Ankushrao Tope college, Jalna. Unless and until the outcomes are identified and stated, it is futile to track whether the goals have been achieved or not. Hence, the institute has clearly stated the POs and COs and displayed it on the institution's website after consultation with the advisory committee. These are also communicated to the teachers again and again in various meetings of IQAC. Every teacher then discusses the POs and COs with the students in the introductory lectures so as to make them understand clearly what they have to do and achieve throughout the course. This helps the students to get rid of the mistaken notion that only passing

examinations and achieving degree, certificate and diploma is the sole intent of theirs while pursuing respective programmes. They also clearly understand that mere making themselves capable for different works is also not the objective of their pursuance of programmes. They reckon that the aim of the course they are following is to manifest the perfection they already have and delve deep into themselves in order to make them humane in all respects. This is how the students learn that education is not just the learning of facts; it is rather the training of the mind to think. The institute also periodically makes a course survey and Programme Exit Survey to find the attainment of the Cos and POs.

20.Distance education/online education:

1. Due to COVID 19, all educational institutes have adopted online teaching/learning mode during last two years. But even before pandemic times, the institute has catered education in online/offline/blended mode. The institute has prepared Virtual Classrooms for the learners. During COVID times, the vocational programmes/courses have been run in online mode. For this matter, the teachers have been making use of various online platforms like Zoom, Google Meet, Teachmint, Google Classroom etc. The institute has made it mandatory to use smart classrooms as many times as possible. There is a Media Center where the work of E-Content development goes on. The institute has given training to the teaching staff with respect to preparing E-Content. Knowledge Bridge, one of the reputed institute of Maharashtra, has conducted a Three Day workshop on E-Content Development. A number of teachers make power point presentations, screening of educational content on You Tube, arranging film shows based on different literary texts and dramas in these smart classrooms. Students enjoy these teaching sessions and actively take part in the whole proceeding. Similarly, English teachers use online digital content to assist the students to understand the use of pronunciation and intonation with the help of software in English Language Laboratory. Many popular short stories prescribed in Compulsory English course content are available in the cartoon series on You Tube. These are downloaded by the teachers and screened after their theoretical analysis in the classroom. Apart from the above mentioned E-Content, the teachers also provide the students with E-Notes available on the web. In addition to this,

teachers have started their own YouTube Channels and Blogs in order to share learning material for the students. In short, the institute has substantially prepared for the New Education Policy.

Extended Profile

1.Programme	
1.1	1000
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1913
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	1794
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	722
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	56
Number of full time teachers during the year	

File Description	Documents
Data Template	View File
3.2	73
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	21.79
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	125
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

Matsyodari Shikshan Sanstha's Ankushrao Tope college Jalna has been consistently working for the overall development of the student community. Of many significant activities, curriculum delivery is of supreme importance. At the beginning of the first term, one-day induction programme for all students is conducted in which the principal informs the students about the roadmap of curricular, co-curricular and extra-curricular activities.

- **Stern Adherence to Academic Calendar:** Academic calendar plays a pivotal role in the process of effective curriculum delivery. The academic calendar is prepared by the IQAC in which all curricular, extra-curricular and co-curricular activities are tentatively mentioned. It outlines the academic plans which are later conveyed to the teachers and

the students. Curricular activities are strictly carried out as per the academic plans.

- **Contribution of BOS Members:** Since the college is an affiliated one, it strictly adheres to the curriculum designed by the parent university. Some of the senior teachers who are members of the university Board of Studies of various subjects contribute by providing their valuable inputs in the university curriculum. Feedback on curriculum by different stakeholders and the findings inferred from it are conveyed to the BOS of different subjects for curriculum revision.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.youtube.com/watch?v=SuDIvgtzAK4

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

In line with the Academic Calendar of the parent university, the academic calendar of the institute is prepared every year to plan curricular, co-curricular and extra-curricular activities. The program of internal evaluation is clearly stated in the academic calendar and is severely observed throughout the year. The academic year commences from the month of June and ends in the month of April when the examinations are over. Tentative dates of tests, field-projects, educational tours and practical examinations are prearranged and conducted accordingly in both semesters. At the end of August, the teaching of first term courses is almost over. Hence, the first test is scheduled in September/October before the university examinations commence. However, there is a freedom to conduct the tests as per the convenience of the concerned teacher. A compulsory General Knowledge test at the institute level is also conducted in the month of September and its result is prepared. The results of class tests are conveyed to the students in order to communicate the progress of their performance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mssatcjalna.com/Academic%20Calendar-Yr-21-22.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

16

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

153

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our academic programmes, along with co-curricular and extra-curricular activities, capture crosscutting issues of gender, professional ethics, human values, Environment and sustainability.

- **Gender Issues:** The sensitivity of the college with respect to Gender issues is evident through many activities and programmes conducted as co-curricular activities. Apart from gender issues in various course contents prescribed by the parent university, the college has conducted marches of students on themes.
- **Environmental Issues:** The students of the college are sensitized about the Environmental issues as it is one of the burning issues at present time. In this respect, N.S.S. department plays a vital role with its many programmes which highlights the issues pertaining to Environment. In addition to this, there is a compulsory course in Environment for all

second year students in order to make them aware of the environmental issues.

- **Professional Ethics:** There is a course on Professional Ethics in Commerce at both undergraduate and postgraduate level. In addition to this, subjects like Microbiology, Public Administration, Sociology and Political Science have also included rudiments of Professional Ethics in the curriculum.
- **Human Values:** Curriculums of English Literature, Hindi Literature, Marathi Literature, Urdu Literature, Public Administration, Sociology have assimilated the issues pertaining to human values.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

30

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

808

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://mssatcjalna.com/1-4-2-Feedback-Yr-2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://mssatcjalna.com/1-4-2-Feedback-Yr-2021-22.pdf

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 students admitted during the year

898

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

520

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- **Identification of Slow and Advanced Learners:** Students of diverse background seek admissions in the institution for various programmes and courses. Hence, it is necessary to find out the slow and advanced learners in the initial phase by making an assessment. In order to accomplish this task, academic performance of the previous examination is taken into consideration. Apart from this, the classroom interaction with the students in an early phase is also used to determine slow and advanced learners.
- **Special Programmes for Slow Learners:** Special programmes for slow learners include remedial teaching and special sessions which contain interaction with the learners to understand the basic problem barricading learning process. The teachers prepare a list of difficult topics from the curriculum and these are covered in these sessions. On these difficult topics, additional study material is also provided to the slow learners.
- **Special Programmes for Advanced Learners:** The advanced learners are encouraged to read advanced reading material in order to satisfy their quest for additional knowledge. The

teachers provide these students books, E-notes and question banks prepared for competitive examinations. In addition to this, the advanced learners are encouraged to register for MOOC courses on SWAYAM portal. These students are also encouraged to take part in subject-related departmental activities like arranging film shows, Wall Papers and debating competitions.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/Activity-for-all.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1913	56

File Description	Documents
Any additional information	View File

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

- **Experiential Learning:** Apart from the usual teaching practices, all the faculty members use student-centric methods while delivering the course contents of their respective subjects. Hence, the students of all subjects are allocated project works, field-works and internships in order to experience experiential learning. The concerned teachers give questionnaires to the students and are taken to the concerned fields. Psychology students, for instance, visit mental hospitals and carry out experiments with respect to the behavior of the patients who suffer from various mental disorders.
- **Participative Learning:** The shared teaching/learning methods are always productive than a corny and cloying one-way

method. During classroom teaching or laboratory sessions, the teachers involve students in the classroom activities like Brain Storming, Stand and Deliver activities, seminars, activities on Google Classroom, subject quiz contests and solving crossword puzzles, mini-projects, short-term tasks, multi-media sessions and role-playing, practical in labs, Science Exhibitions and so on. Such collaborative and participative methods help the students to get involved in the whole procedure and make the learning experience more pleasant.

- **Problem-Solving Methodologies:** This is the most significant method of learning. This process includes: 1) defining the problem and differentiating between fact and opinion, specifying underlying causes. 2) generate alternative solutions, postpone evaluating alternatives initially 3) Evaluate and select an alternative. Evaluate alternatives relative to a target standard 4) Implement and follow up on the solution. Teachers of Physics, Mathematics, Chemistry and Psychology use this method in order to help students cope up with real-world problems.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.youtube.com/watch?v=cJLpimbP9mk

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

IQAC has been constantly promoting the use of Information Communication Technology in order to make the teaching-learning process interesting. It is expected that teachers should use educational technology to the maximum along with the traditional methods of chalk and talk. Blended learning certainly proves fruitful if used judiciously. The following ICT tools are used in the institute:

1. OHPs
2. LCD Projectors
3. Smart Boards
4. K-YANs
5. Youtube
6. Social Media - WhatsApp and other Applications

7. Departmental YouTube Channels
8. Websites and other online resources
9. Films and Documentaries
10. DTH TV
11. E-Notes and E-Books
12. Google Classroom and Blog

The institute ensures effective use of ICT through various trainings to the teachers and by providing necessary infrastructure.

- IQAC organizes training programmes for teachers with respect to the use of ICT. Teachers learn various methods and techniques of developing E-Content through such training programmes. There is also a Media Center where the work of E-Content development goes on. Teachers prepare Power Point slides and related soft material for teaching purpose.
- Fast internet provided by the institute enables the teachers to use online resources
- The teachers prepare various Question Banks and E-Notes
- Various E-Books are downloaded from N-List of the INFLIBNET for students
- English teachers use the Language Laboratory for improving communication skills of the students
- Each teacher uses his/her own Laptop for easy mobility
- The institute has also registered its name on NPTEL for online MOOC courses. Students and teachers participate in these courses.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

56

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

56

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

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

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

40

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

718

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Continuous Internal Evaluation is the soul of assessment system of the institute. In order to track the academic progress of students, intermittent tests, practical and orals are scheduled twice in each semester in an academic year. Four tests of each course are conducted in each semester. In order to do this efficiently, the evaluation system also needs to be vigorous and translucent. Hence, there is a facility of complaint registration in each department if any student finds that justice is not done to him or her. In addition to this, there is an Examination-related Grievance Cell where aggrieved students can register their complaints. This becomes even more obligatory in practical subjects like Geography, Psychology, NSQF diploma programmes and B.Voc. programmes. The transparency of the internal assessment is noticeable due to the following features:

- Program of Tests/Seminars declared in the Academic Calendar.
- Allocation of specific curriculum part for each semester test/seminar.
- Answer sheets given to the students after assessment.
- Complaint section for aggrieved students.
- Freedom to go to the concerned teacher if not happy with the result.
- Opportunity for reconsideration and recounting if necessary.
- Help in synopsis preparation through rubrics in case of Projects.
- Chance to improve performance in practical during laboratory sessions.

With the intention of increasing regularity and promptness of the students in the classroom, weightage is given to regular students. Due to extreme robustness and vivacity of CIE, the complaints have been lessening day by day.

File Description	Documents
Any additional information	View File
Link for additional information	https://mssatcjalna.com/2.5.1.-B-CIE-details.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal Assessment and university examinations are routine processes of the institute. Whether class tests, practical or project-related oral/written examinations, there are probabilities of errors or misunderstandings on part of the teachers while gauging the students' performance. Keeping this prospect in view, there is an Examination-related Grievance Cell that comprises following members: 1) Dr. Gajhans D.S. - Principal 2) Dr. Patil S.A. - Vice Principal 3) Mr. Gusinge Ramdal - Office Superintendent 4) Dr. Ansari M.A. - Assist. Professor 5) Dr. Sawant S.B - Assistant Professor and Dr. Kale R.K. The students who are not pleased with the assessment can register a grievance with the cell. The panel then resolves the matter. If any student is not content with the university result, he/she can register the complaint as well and required action is taken with respect to this. The students can apply for reassessment/recounting through the Grievance Cell and also get the copy of their answer sheet as per university rules. During university examinations, the university sends online question papers which are to be downloaded, printed and Xeroxed. Suppose any complaint with regard to the quality of printing appears, it is too resolved at the earliest and the time spent in this process is compensated by giving the extra time to the examinees. Matters like withholding of the results, out-of-syllabus questions, choice and quality of questions are also dealt with by the panel and conveyed to the University for further deliberation.

File Description	Documents
Any additional information	View File
Link for additional information	https://mssatcjalna.com/2.5.2-exam%20grievance-web-upload.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated

and displayed on website and communicated to teachers and students.

Outcome based education is the fundamental principle of the institution. Unless and until the outcomes are identified and specified, it is pointless to track whether the objectives have been achieved or not. Hence, POs and COs have been clearly stated and displayed on the institution's website after consultation with the College Development committee. POs and COs are also conveyed to the teachers in various meetings of IQAC. Every teacher then converses the POs and COs with the students in the introductory lectures so as to make them understand clearly what they have to do and attain throughout the programme. POs and COs have also been printed on digital flex boards and displayed on both floors of the college building. Digital boards with the website link leading to POs and COs page are also displayed for the students. The principal also orients the newly admitted students about the outcomes in an induction programme at the beginning of the academic year. This is how students come to know that mere passing of examinations and obtaining degree, diploma or certificate is not the only end of pursuing their respective programmes. They also clearly understand that mere making themselves capable for different works is also not the objective of their achievement. They figure out that their main purpose is to manifest the perfection they already have and delve deep into their personalities in order to make them humane in all respects.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mssatcjalna.com/PO-All-Final.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Institute evaluates Programme Outcomes and Course Outcomes through a committee that comprises following members:

1. Dr. Gajhans D.S. (Chairman)
2. Dr. Karwande S.L. (IQAC Coordinator)
3. Dr. Raypure S.E. (Member)
4. Dr. Masood Ansari (Member)
5. Dr. Savant S.B. (Member)

- **Method of assessment of Programme Outcomes/Programme Specific Outcomes:** The Programme Outcomes and Course Outcomes are measured through direct and indirect methods. Direct methods are used through straight examinations or reflection of students' knowledge or ability against calculable course outcomes. The skills described by the course outcomes are charted to specific problems on university examinations, internal examinations and home assignments. During the course of the semester, the faculty records the performance of each student on each course outcomes. Average attainment in direct method = university examination (80%) + Internal Assessment (20%) Indirect Assessment policies are applied by entrenching them in students' survey, employers' survey and alumni survey. Few of POs are assessed centered on pertinent developed rubrics. Finally, Programme Outcomes are assessed with above mentioned data and Programme Outcome Assessment Committee settles the POs attainment level.
- **The Tools used for the Assessment of POs/PSOs and their Frequencies:** At the end of each session, university conducts examinations based on the results published by the university. The Course Outcomes are measured based on the course attainments level fixed by the programme. Direct mode is used for the same.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mssatcjalna.com/2.6.2.-POs-CO%20Attainment-Method-for-link.pdf

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

314

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://mssatcjalna.com/SSS-AOAR-2021-22.pdf>

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)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

16

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Matsyodari Shikshan Sanstha's Ankushrao Tope college is looking to develop and be a part of innovation ecosystems in which various stakeholders and community members work for innovations. With this intent, the institute has been collaborating with some external agencies in order to create and transfer knowledge for generating employability among the youths of the region. Academic linkages with government and non-government foundations and organizations have made it feasible for the institute to achieve this end. Currently, the institute is engaged with Vedanta Foundation, Mumbai, Tata Institute of Social Sciences (TISS) and Government of Maharashtra for running short-term skill-based courses. This has enabled the institute to create an active flow of information and resources for ideas to transform into reality. Through these ecosystems, the institute is building a process by which more innovators and entrepreneurs can develop and launch solutions to solve real-world problems. These startups are creating jobs and opportunities for the youths of the vicinity and opening new

vistas to diversify the economy. At present, 12 short term courses through Vedanta Foundations are being run in the institute. In addition to this, 03 NUSSD courses have been offered through TISS. Similarly, Government of Maharashtra's Career Katta is also catering different online courses in order to inculcate various skills among the students. Through various external agencies, these courses are helping the students to develop entrepreneurial personality, management skills, financial management, decision making capacity and risk management. Apart from this, the college has research center in 10 subjects.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mssatcjalna.com/RC.html

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

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

0

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

3.3 - Research Publications and Awards

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

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

32

File Description	Documents
URL to the research page on HEI website	https://mssatcjalna.com/RC.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

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

3.4 - Extension Activities

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

Students of Ankushrao Tope college are the brand ambassadors of the society. They actively take part in all extension activities in the neighborhood community. Since the institute is pro-

sensitive with respect to community responsibilities, innumerable extension activities are conducted throughout the year. Along with N.S.S. and Life-Long Learning and Extension departments, the institute organizes so many other activities which are beneficial to the society in general. Especially, the students of the institute have done remarkable work with respect to community service in health for the people of villages around Jalna city. Rendering health services in the neighborhood villages is in fact an institutional distinctiveness worth taking a note. The following programmes will suffice to demonstrate the institute's awareness with regard to sensitizing students to social issue and holistic development.

Thus, various extension activities conducted by the institute through its vibrant units of N.S.S. and Life-long Learning and Extension have successfully sensitized the young students about the social issue in the neighborhood communities. This has made the students compassionate about the people of the rural areas and they also came to know the importance of physical labor, national duties and righteousness.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/3.4.1_ExtensionActivitiesList.pdf
Upload any additional information	View File

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

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

0

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

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

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

23

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

2074

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute has an impressive building in 9.5 acres with 11719.22 square meters' built-up area. The infrastructure has been shaped as per the UGC and university norms. There are two wings

having two floors in each wing and the classrooms and laboratories are disseminated on both the floors (A Wing and B Wing) as per the suitability of the students. There are total 32 well-furnished and fully ventilated classrooms.

A Wing (Ground Floor):

- **Classrooms:** There are total 07 classrooms, including 06 ICT-enabled Classrooms. Out of 07 classrooms, 06 classrooms are having a size of 14'71/2x2063 each with a seating capacity of approximately 40 students and remaining 01 classroom's size is 30x26'3 having a seating capacity of approximately 100 students. 04 virtual classrooms are equipped with Wi-Fi/LAN enabled internet connectivity, LCD Projectors, K-Yans, computers and interactive boards.
- **Laboratories:** Apart from classrooms, there are 04 laboratories that include 02 computer labs, 01 English language lab and one Geography lab. 02 Computer labs are having a size of 30x26'3 each.

A Wing (First Floor):

- **Classrooms:** There are total 11 classrooms, including an ICT-enabled seminar hall of 62'3x26'3 size having the seating capacity of 200 students. Out of 11 classrooms, the size of 04 classrooms is 14'71/2x26'3, size of 05 classrooms is 30x26'3 and 01 classroom is having a size of 31'6x26'3. There are no laboratories on the first floor of A Wing.

B Wing: There are total 14 classrooms (including labs) in the B Wing.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=SuDIvqtzAK4

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- **Sports Facilities:** The institution has sworn in to generate

an aura amiable for the students' overall physical, spiritual and moral development of personality. Since its inception, the institute has energetically fashioned a culture of encouraging sports and other co-curricular activities for all-round development of student community. There are both indoor and outdoor sports infrastructural facilities available for the students. Plenty of space for all kinds of sports like Badminton, Cricket, Kho-Kho, Kabaddi, Volleyball, wrestling, long jump, shot-put, discus throw, Table Tennis, basketball, Chess, and Carom is made available for the users.

- **Cultural Facilities:** Likewise, there is an Auditorium Hall accessible for conducting various cultural activities in the institute. The Cultural Committee inspires the interested students to take part in all sorts of cultural programmes and offers them the pertinent facilities and opportunities to show their inherent talent.
- **Yoga Center:** The Yoga Center is another noteworthy feature. There is a commodious hall for practicing Yoga in the institute. It is interesting to note that the Yoga and Meditation Center is made available to the general public as well who are interested to practice it.
- **Meditation Center:** Apart from Yoga, there is also a Meditation Center in the natural and peaceful surrounding where the students, teacher and general public meditate for attaining peace of mind and enhance their concentration power.
- **Revival of Older Games:** There are many traditional games which are on the threshold of elimination. The institute believes in cherishing the old along with accepting the new.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=V9WMcX6phK U

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mssatcjalna.com/ICT.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.27

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The central library of the institute has an imposing building consisting of two stories. It is partially automated with Integrated Management System (ILMS) in order to be user-friendly. For that matter, SOUL 3.0 software is being used since the year 2004. Software for University Libraries (SOUL) is a state-of-the-art integrated library management software designed and developed by the INFLIBNET center based on requirements of college and university libraries. It is user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. After a comprehensive study, discussions and deliberations with the senior library professionals of the country, the software was designed to automate all housekeeping

operations in a library. The software is suitable not only for the academic libraries, but also for all types of sizes of libraries, including school libraries.

The SOUL 3.0 consists of the following modules. Each module has further been divided into sub-modules to cater to its functional requirements. The in-built network feature of the software will allow multiple libraries of the same university to function together as well as access to the distributed databases installed at university libraries and union catalogue mounted at. INFLIBNET using VSAT network includes following features:

- Acquisition
- Catalogue
- Circulation
- OPAC
- Serial Control
- Administration

In addition to this, N-List of INFLIBNET database provides 31,00,000 EBooks and more than 6,000 E-Journals.

Other Information: Institute's central Library accomplishes all necessities of the students' mandate of text and reference books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://mssatcjalna.com/Library.html#IT-INFRA

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 A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

2.09

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

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

35

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has a well-established system for upgrading its IT facilities. There is a committee that looks into the matters of IT facilities upgradation. It comprises all faculty of Computer Science department. Wi-Fi and Internet connection is regularly upgraded for enhancing its speed. For instance, B.S.N.L. Broadband is upgraded into a leased line. In addition to this, a 100 MBPS Microscan connection with Wi-Fi is availed in order to obtain more speed. ICT tools like K-Yans, Interactive Boards and computers are upgraded at regular intervals. For online teaching-learning, the institute has extensively used online platforms like Zoom, Google Meet, Google Classroom during COVID 19 times. Similarly, all computers of the institute have been upgraded from Core2Duo to Core I3 and Core I3 to Core I5. The legal copies of all operating systems automatically get upgraded whenever put on an online mode.

The central library as well as English Language Laboratory of the institute have servers and LAN systems which are also upgraded now and then. LAN system in the administrative office is also upgraded for better results. The SOUL 2.0 software used in the library is upgraded to SOUL 3.0. Books issue system in the library is now upgraded with the barcode scanners. Website of the institute is also updated at regular intervals. Maintenance and updating of the website is assigned to Prof. Gajar T.D. who takes care of this work periodically. The vendors of different software visit the institute once.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mssatcjalna.com/ICT.html

4.3.2 - Number of Computers

125

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

21.79

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Academic and Support Facilities

- **Laboratories:** Computer labs are regularly maintained by the faculty-in-charge and aides-de-camp along with Engineers who are outsourced from time to time. Rigorous attention is paid to preserve cleanliness in the labs. The list of equipment of all labs and Virtual Classrooms is maintained in the stock register. Well-timed servicing of the devices is carried out in order to augment their life and capacity. Updated record of Geography, Psychology, Physics, Chemistry and all Life Sciences labs equipment is austerely kept. All equipment in these labs are properly cared and repaired whenever required. The record of the dead stock and consumables is neatly kept in these labs.
- **Classrooms:** A two-member committee is formed to take care of the maintenance of all classrooms. It weekly inspects and ensures that proper cleanliness is maintained.
- **Department of Sports:** The list of all equipment in the Department of Sports is kept and updated from time to time. Cleanliness in the Indoor hall and Gymnasium is fastidiously sustained.
- **Library:** There is a library committee that provides suggestions with regard to maintenance and utilization to the librarian who then monitors and maintains the library and takes care that library is optimally utilized. Pest controlling of books is regularly done in order to prevent vandalism of books and other learning resources from different types of pests/vermin.
- **Hostels:** The rector of girls' hostels negotiates the activities from admissions to maintenance. There are menial staff for cleaning/sweeping both hostel buildings.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mssatcjalna.com/maintainance.html

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

938

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://mssatcjalna.com/Skill.html
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

0

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

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

64

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Students are one of the most significant stakeholders of any educational institution. Considering their supreme importance, the institute takes care to provide as much representation to students

on all bodies as possible. The representation of students on Student Council is determined on merit basis as per University Act 1994, under section 40. The college constitutes Students' Council each year of each class on merit basis. Through a notice, the institute appeals the students to submit their mark sheets in order to determine the merit. 11-17 members are selected for Student Council out of which 11 are selected as class representatives. From the remaining, one student each is nominated as a representative on N.S.S., Cultural and Sports Committee. One member is also given representation on Student Welfare Department (SWD). Similarly, the council also elects one General Secretary who allots the work related with students' welfare to other representatives. These representatives remain engaged in all activities conducted by the institute. The inaugural function of the Students' Council takes place before Annual Gathering which usually takes place in the month of February. These representatives report the students' problems to the principal who later puts them before the College Development Committee and gets them solved. In the Annual Gathering, one of the student representatives reads the annual report of the work done in the academic year.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/5.3.2%20Nirzar-Student-Participant.pdf
Upload any additional information	View File

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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The students are the real asset of any educational institute. Specifically, the alumni are of supreme importance when it comes to the development of the institute. It is they who can provide invaluable inputs and insights in the overall making of the institute. Hence, it is expected that the past students should assist the institute in all forms for the benefit of the currently enrolled students. The Alumni Association of the institute 'Karmayogi Ankushrao Tope Alumni Foundation' is registered from the charity commission. The past students of Ankushrao Tope college work in all walks of life. Many of them are successful businesspersons/entrepreneurs, industrialists, teachers/professors, civil servants, police officers, politicians, social workers, film and Television actors/actresses, creative writers etc. Most these past students remain present for various meetings organized by the institute and provide their invaluable inputs and suggestions with regard to the development of the institute. Most of the past students are from nearby villages where N.S.S. camps are conducted, they help the Programme Officers to adopt villages where developmental works need to be done through camps. Their assistance always proves fruitful in this respect. N.S.S. Programme Officers of the institute seek the help of these past students in organizing blood donation camps, tree plantations, building water storage tanks, literacy work, eradication of superstitions and various health checkups of the villagers.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/alumni.html
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: "To Enlighten, Empower and Awaken the Masses of the region through Qualitative Training and Value-Based Education."

Mission: "To make educational facilities available to the common people so as to enable them to understand life and to make them capable of facing the challenges of the world through all round physical, ethical and intellectual development of their personality."

- **The Governing Body:** The management's part is vital and in tune with the vision and mission of the institute which is obvious owing to its tenacious exertions in supplementing all types of facilities for smooth working of the institution.
- **College Development Committee (CDC):** CDC approves the recommendations with respect to academic, administrative and infrastructural matters given by the IQAC.
- **Internal Quality Assurance Cell (IQAC):** IQAC meets twice in a year and takes various decisions. Being a policy designing machinery, IQAC chalks out various programmes.
- **Principal:** The assistance of the principal helps the heads of the departments and the faculty members for attaining wanted objectives.

- **Head of the Department:** Several activities are conducted at departmental level by the heads of the departments with the help of the principal.
- **Faculty:** The faculty members are allocated different tasks by the heads which are carried out conscientiously by them to accomplish desired goals. Apart from teaching, the faculty members work hard to organize more and more departmental activities during the year.
- **Non-teaching Staff:** The non-teaching staff provides all kinds of support to the teachers while following the academic calendar.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/Vision-Mission.html
Upload any additional information	View File

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

The institute trusts in decentralization of work and includes all its components to partake in all activities for better results.

1. Admission Committee (UG & PG)
2. N.S.S. Committee
3. Library Committee
4. Employment Guidance Cell
5. Student Council Committee
6. Time Table Committee
7. Earn and Learn Committee
8. Debating and Elocution Committee
9. Nirzar Wallpaper Committee
10. Girls' Hostel Committee
11. Competitive Exams Guidance Cell
12. Vishakha Cell
13. University Exams Committee
14. Student Welfare Department
15. Cultural Committee
16. Complaint Cell
17. UGC Grants Proposal Committee
18. Study Tours Committee
19. Campus Development Committee
20. Discipline Committee

The best example of institutional practices involving decentralization and participative management is the organization of institute's Annual Gathering. In order to materialize this colorful ceremony, the related committees work hard and contribute jointly and forcefully. Cultural and Sports Committees take the lead and seek help of the relevant/allied committees for various events in the Annual Gathering ceremony. The principal with the consultation of other members decides the chief guests for inaugural and farewell functions. Firstly, the schedule of various programmes/activities during three days is prepared in a joint meeting with all members of related committees. After this, an invitation card is prepared and distributed to various stakeholders. Two days before the event, the principal formulates specific committees. These include 1) Committee for Welcoming the guests 2) Committee for various cultural events 3) Fish-Pond Selection & Reading Committee 4) Sports Committee 5) Stage Decoration and Seating Arrangement Committee 6) Poetry Recitation and Story-telling Committee 7) Banner Committee 8) Prize Distribution Committee 9) Food Committee 10) Certificate Writing and Distribution Committee.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/Committees.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

After second cycle of NAAC, the management of the institute seriously worked upon the recommendations of the peer team. Accordingly, a five-year perspective plan was prepared by the IQAC with consultation of the CDC. Following were the recommendations for quality enhancement given by the peer team:

- Provide more space, modernize laboratory facilities for Science courses and increase class work for PG courses as per UGC norms.
- Provide more teaching staff for teaching PG courses.
- Adequate research facilities have to be provided and more research papers to be published in the refereed journals.
- Better maintenance of infrastructure needed.

- IQAC to be more functional.
- The formal placement and counselling center has to be started.
- A formal alumni association has to be involved in the infrastructure development and other academic activities.
- Job-oriented, innovative, diploma and certificate courses have to be started.
- Provide more sport facilities including indoor games.
- Develop expertise to provide collaboration and consultancy.

IQAC placed these recommendations in the CDC meetings and the process to comply with them started immediately. All the above expectations of NAAC have been fulfilled so far and the institute is working on additional academic and infrastructural issues.

- Use of renewable energy
- Purchasing educational as well as other equipment
- Green Audit and Energy Audit
- Introduction of new vocational courses through NSQF
- Development of Smart Classrooms
- Functional MOUs with other organizations/institutes
- Introduction of new skill-based courses
- Capability Enhancement Programmes
- Preparing POs and COs
- Feedback system on curriculum and other matters
- Research Centers in 10 subjects

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mssatcjalna.com/Plan-Docs.html
Upload any additional information	View File

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.

Matsyodari Shikshan Sanstha's Governing Council is an apex body of the trust having 11 members. Its President, Secretary, Treasurer and members are elected through general elections.

- College Development Committee (CDC): The institute has a

College Development Committee which also comprises 11 members and a structure as per Maharashtra University Act, 2016.

- **Principal and other Administrative Committees:** Principal as the head of the academic and administrative sections of the institute pays attention to smooth operation of academic and administrative activities. The Vice Principal, all heads of departments along with the faculty and Office Superintendent assist the principal in this respect.
- **IQAC: Internal Quality Assurance Cell** is the policy designing mechanism of the institute where works related with quality enhancement and sustenance go on. IQAC is strictly modelled on the guidelines of NAAC.
- **Various Committees:** The principal forms various committees for facilitating several curricular, co-curricular and extra-curricular activities.
- **Service Rules, Procedures and Recruitment:** The institute follows the rules and regulations of UGC, Government of Maharashtra and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad for recruitment of teaching and non-teaching staff.
- **Promotional Policies:** The institute is translucent and unbiased with regard to the promotions of teaching and non-teaching staff. For career advancement of teachers, UGC's PBAS format is used which is filled up and submitted to the IQAC office. IQAC counts and determines the API.
- **Grievance Redressal Mechanism:** There is a Grievance Redressal Cell in the institute for students and employees. The sufferer/victim can lodge a written complaint if any injustice happens.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/6.2.2-Teacher-Qualification-ALL.pdf
Link to Organogram of the institution webpage	https://mssatcjalna.com/images/6.2.2%20Tree-Diagram-jpeg.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and

A. All of the above

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Since its inception, Ankushrao Tope College is running various welfare schemes for its teaching and non-teaching staff. Following are some of the prominent schemes:

- **Loan Facility of Matsyodari Credit Society:** The teaching and non-teaching staff of the institute has the facility to have short-term loan on small interest rate. There is also a facility to grant emergency loan within a day to employees. Near about all employees of the institute have availed this facility during last 05 years.
- **Medical Reimbursement:** Medical Reimbursement scheme has been made accessible by the institute for all staffs. The needy employees apply for the scheme and their applications are furthered to the related departments for speedy compensation of medical expenditures.
- **L.I.C. Installments:** The principal has counselled every staff member of the institute to get Life Insurance policies from L.I.C as well as from other private insurance companies. Each month, the installments of all employees are deducted from the salary and the installments are paid without any delay.
- **Provision of Advance Amount:** In case of any crisis, the employees can avail advance amount from the funds of the institution. This amount is later recovered with convenient installments from the salary of the employee.
- **Maternity/Paternity Leave:** Maternity/Paternity leave is allowed to women/men employees as per state government rules.
- **Day Care Center:** There is a Day Care center for newly born

toddlers of the women employees of the institute.

- **Medical Leave:** Medical leave is granted during illness as per rules.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/mssp-Loan-form.pdf
Upload any additional information	View File

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

10

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

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

The Performance Based Appraisal System (P.B.A.S) has been introduced in the year 2010 while implementing the 6th Central Pay Commission by the U.G.C. The P.B.A.S. system is stringently followed by the institute as per the U.G.C., State Government and

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad rule.

- **Teaching, Learning and Evaluation:** In this category, teacher's annual activities relating to teaching and learning are assessed. Information regarding total lectures, practical and contact hours is to be given in this part. Similarly, information with regard to exam-related work, assessment and membership of various committees is also to be given.
- **Co-curricular, Extension and Professional Development Activity:** This category evaluates teacher's role in co-curricular and extracurricular activities like extension services, contribution in various committees, workshops and seminars and so on.
- **Research and Academic Contributions:** In this category, the teacher's involvement in research and other educational matters is taken into account. Each teacher is supposed to publish at least two research papers in UGC notified journals and ISBN books in a year. They are also required to present their research papers in various conferences and seminars. Fiscal assistance is also provided to the teachers for attending conferences,

Teachers are required to submit the P.B.A.S. forms at the end of each academic year.

Non-teaching staff's annual performance is also assessed by the panel created for this purpose.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/6.3.5-PBAS-Blank.pdf
Upload any additional information	View File

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

Internal and external financial audit is regularly done by the institution. The institute obtains services of private Charter Accountants (Ashok Patil and Associates, Dhande and Associates) for conducting internal audits at the end of a financial year. The

job to conduct internal audit is assigned to Dhande and Associates who conducts it every six months. External audit is done by Ashok Patil and Associates at the end of each financial year in the month of April and May. All records of these audits are scrupulously preserved in the administrative office. The external audit is conducted each year through the Accountant General (A.G.) Nagpur. The rules of UGC, State Government and Central Government are strictly followed while carrying out these audits and their settlement. Due to this, very few objections are raised which are later settled to the satisfaction of the CAs. The record of all verified receipts, payments, cashbooks, passbooks, vouchers, ledgers in the office are rigorously kept. In short, there is a system to maintain complete transparency in fiscal matters of the institute.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/6.4.1-Audit-Report-External.pdf
Upload any additional information	View File

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

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

0

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

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

The institute is Grant-in-Aid with some self-financed programmes having following sources of revenue:

1. Fees collected from Undergraduate and Postgraduate students

2. Salary grants from the government
3. Funds from UGC development plans
4. UGC grants for research projects
5. Miscellaneous charges for services and forms from students
6. Individual and Corporate Donations
7. Alumni Donations
8. Canteen Rent
9. Sale of scrap
10. Interest on Fixed Deposit

- College Development Committee (CDC): Annual budget is placed in the CDC where it is discussed comprehensively taking into consideration inputs from various stakeholders from the point of mobilization.
- Finance Committee: Finance Committee determines the expenditure to be meted out through available/sanctioned funds.
- Building Committee: The Building Committee utilizes the sanctioned funds for construction of building/renovation/extension.
- Purchase Committee: Purchase Committee does the purchasing of various equipment/resources through the funds assigned for this purpose.

All purchasing is carried out by taking at least three quotations from three different parties and selecting the cheapest by comparing and negotiating. The institute methodically promotes digital processes in order to save papers. Most of the notices and communications are issued through E-platforms in order to save menial staff labor and papers. The institute also has a 100% use of LED lights and tubes which saves electricity. In addition to this, a care has continuously been taken to switch off lights and fans in empty halls and classrooms. There is a separate committee to inspect whether there is no wastage of power in the halls and classrooms.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/Plan-Docs.html
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) has been working conscientiously since its formation. It is accomplishing various quality enterprises as per the core values identified by NAAC. However, following two cases are worthy of mentioning here to underline IQAC's contribution in institutionalizing the quality assurance:

- **Skill-based Courses:** IQAC in its various meetings has emphasized the importance of skill development of the students in order to make them employable. Accordingly, the decisions taken in the IQAC meetings were placed in the CDC for approval and various skill-based courses were started. Following skill-based courses are being run successfully in the institute:

N.S.Q.F Courses:

Community College

1. Diploma in Welding
2. Diploma in Fabrication Fitting

o

1. Banking
2. Accounting
3. Computer Hardware & Networking Maintenance

Add on Courses:

1. Upyojit Marathi
2. Spoken English
3. Tally and GST
4. Taxation: Theory and Practice
5. Computer Literacy
6. Learn Marathi Through Urdu
7. Prayojanmulak Hindi
8. Seed Technology
9. Microbial Pathology

10. Modern Instrumental Methods of Analysis

Add on Course Conducted by ISRO:

1. Remote Sensing and Digital Image Analysis

Courses of Vedanta Foundation, Mumbai:

1. Beauty Parlor and Wellness
2. DOT.NET
3. Web Designing
4. C+, C++
5. C Language
6. CORE JAVA
7. SQL & PL
8. Advanced Excel
9. Advanced Financial Accounting
10. Computer Application
11. Tally
12. Marketing

National University Students' Skill Development (NUSSD) Courses:

1. Accounting
2. Banking and Finance
3. Hospital Service Management

- Professional Development and Administrative Training Programmes: IQAC is very much diligent as far as empowering the teaching faculty and the non-teaching human resources are concerned and conducts various training programmes for teaching and non teaching staff.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/iqac1.html
Upload any additional information	View File

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

- **Focus on Student Centric Teaching Methods:** IQAC has attached supreme importance to student centric teaching-learning methods in order to enhance learning experiences. IQAC fastidiously makes the concerned subject teachers to lead the students to their respective fields, labs, organizations and industries in order to make them involve in experiential learning. The students of Geography, Psychology, Commerce, Zoology, Botany, Microbiology, Chemistry and B.Voc. courses have fully involved the students in experiential and participative learning. As a part of locational advantages, Botany department of the institute has established a linkage with a huge garden named Moti Bagh in the neighborhood of the institute. Similarly, there is a Social Forestry area having trees and saplings of different kinds. IQAC has taken a lead to establish linkages with them for the students to get involve in Botanical studies. Thanks to the policies of IQAC, various departments are trying hard to bring innovations in teaching-learning activities.
- **Use of ICT in Teaching-Learning:** During its various meetings, IQAC has stressed the importance of use of modern technological tools in teaching-learning activities. Apart from this, the teachers have been suggested to use online resources, Youtube channels, various social media channels, films and documentaries, DTH TV, E-notes and E-books, Google Classroom and blogs. Institute has also registered its name on NPTEL for online MOOC courses. In order to facilitate the teachers for effective use of ICT and preparation of various E-content, IQAC has organized a number of workshops on using ICT and preparing E-content.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/ICT.html
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://mssatcjalna.com/6.5.3-Yearwise-AOAR-weblink.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

- **Safety and Security:** The institute is very much particular about the safety and security of girl students and women employees. Apart from Vishakha Cell, there are various committees working for safety and security of females on the campus. CCTV cameras are installed everywhere for close surveillance. As a locational advantage, Police Station is hardly at 500 meters' distance. In addition to this, two security guards are at patrolling every time having a close watch on the outsiders who enter the premises. The whole campus is secured with a wired compound wall. There is a system of uniform for both students and teachers which enables to identify the outside persons. Besides, Damini Squad (A team of police to check teasing/sexual assaults on college girls) is on their routine visits to the campus in order to check any teasing and assaulting mishaps. Different programmes pertaining to orient the girl students about self-defense are organized.
- **Counseling:** There is a counselling center in the department of Psychology which provides expert advice on various issues pertaining to students. Prof. Mrs. Sujata Devre has been counselling the students on academic and stress-related issues since its inception. The counselling center organizes special career counselling programmes for girls.
- **Common Rooms:** In order to have privacy during leisurely hours, the girl-students of the institute have a common room with the facility of attached toilet.
- **Day Care Center:** There is also the facility of Day Care

Center in the Girls' Hostel for the toddlers of the women employees.

File Description	Documents
Annual gender sensitization action plan	https://mssatcjalna.com/Annual-Gender-Sen-Plan-Yr-2021-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mssatcjalna.com/7.1.1-Gender-equity-Web-link-page.pdf

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 **A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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:** Dust bins are kept in the campus are used to collect solid waste. Blue colored bins are used to collect dry waste and green colored bins are used to collect wet waste. The institute has availed the facility of garbage collection van of Municipal Corporation which regularly comes and collects the solid waste.
- **Liquid Waste Management:** For liquid waste management, there are drainage lines which carry liquid waste from bathrooms and toilets. The salty waste water discharged from RO machines is used to plant the trees in the campus.
- **E-Waste Management:** For E-waste management, there is a separate committee. This committee negotiates all the

matters related with E-waste. There is a separate place to keep defective keyboards, mouse, printed circuit boards, monitors, mobile chargers, printers etc.

- **Waste Recycling System:** Instead of throwing out, most of the usable plastic bags are recycled. Similarly, the waste water of RO machines is used for trees and plants in the campus. Various kinds of E-equipment parts are also recycled in other equipment.

Hazardous Chemicals Waste Management System: Hazardous Chemicals are kept separately in the laboratory away from the reach of students. Lab assistant and lab in-charge follow all safety norms in the laboratory. The chemicals used in the experiments are diluted and after its usage it gets mixed with routine water which is discharged in the protected pit outside Chemistry lab. Laboratory waste water and expired liquid chemicals are discarded in the pit after neutralizing (PH=7) them.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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 A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

1. The institute observes Samvidhan Diwas (Constitution Day) on 26 November every year to commemorate the constitution of India.
2. National Anthem is a regular practice at a Morning Congregation
3. Voter Awareness Programme is organized in the institute to foster the importance of voting and strengthening democracy.
4. N.S.S. unit of the institute organizes blood donation camps in order to inculcate social responsibility among the students.
5. Kolhapur and Sangli Dist. Flood Relief Rally
6. Rally on Free Legal Aid Scheme
7. Street Plays on Various Social Issue
8. Kerala Flood Relief Rally
9. Jagar Janivancha (Awakening of Consciousness)
10. Blanket Distribution to the poor and needy people
11. Filling up Voter Registration Forms through YIN team of the College
12. Sanskar Din on each Thursday observed
13. Marathi Bhasha Gaurav Din celebrated on 27 February each year
14. Hindi Day observed on 14 September each year
15. Vachan Prerana Diwas is observed on the birth anniversary of A.P.J. Abdul Kalam
16. Dr. Babasaheb Ambedkar's Birth Anniversary on 14 April each year
17. Celebration of International Yoga Day on 21th. June each year

18. Anti-terrorism Day observed on 21. May each year
19. Celebration of Independence Day on 15th August each year
20. Sadbhavana Day celebration on 20th August each year
21. International Peace Day on 15th September each year
22. Communal Harmony Day and International Non-Violence Day on 2nd October
23. Ekta Daud (Run for Unity) on 31st October each year
24. National Integration Day on 19th November each year
25. World Human Rights Day on 10th December
26. Quami Ekta Week (National Unity Week) 19-25 November each year

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Apart from curricular activities that sensitize students about values, rights, duties and responsibilities, the institute also conducts various programmes in order to inculcate these things in students and the employees. Sanskar Din (Sacrament Day) is observed on every Thursday for students with a lecture of an eminent speaker on the issues pertaining to ethics, values and good sense.

- Righteous Conduct: Care of possession, hygiene, self-respect, good behavior, good relationship, helpfulness, and good environment.
- Peace: Attention, calmness, dignity, equality, gratitude, humility, patience, satisfaction, self-control, and self-esteem.
- Truth: Accuracy, curiosity, fairness, honesty, fearlessness, intuition, justice, quest for knowledge, tolerance, and understanding.
- Love: Affection, care, compassion, dedication, devotion, forgiveness, friendship, humaneness, patriotism, sacrifice, and trust.
- Non-violence: Sympathy, empathy, happiness, good manners,

morality, care for others, loyalty, brotherhood, care for environment, respect for national wealth, and social justice.

The institute has published this handbook on its website. The hard copy of the same is also available in the Principal's office.

The institute is pro-sensitive about the human rights and a care has been taken not to violate the rights of both the students and the employees. Various programmes pertaining to safeguarding one's rights are conducted for the students and the employees. Through Legal-Aid Awareness programmes, the orientation with regard to various laws to protect human rights is done. Similarly, the institute organizes workshops on Intellectual Property Rights.

The Constitution Day is celebrated every year with a speech of an eminent speaker on the subject. The constitution is read every day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.youtube.com/shorts/xyyFCq1FgwI
Any other relevant information	https://mssatcjalna.com/7.1.9-Students-Duty-Responsibility.pdf

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.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The institute celebrates national festivals, birth/death anniversaries of the great Indian personalities with great zest and enthusiasm. Following programmes/celebrations take place in the institute:

- **Birth/Death Anniversaries of Great Indian Personalities and International Commemorative Days:**

1. Krantijyoti Savitribai Phule Birth Anniversary (3rd January)
2. Rajmata Jijau Birth Anniversary (12th January)
3. Chatrapati Shivaji Maharaj Birth Anniversary (19th February)
4. Mahatma Gandhi Birth Anniversary (2nd October)
5. Mahatma Jyotiba Phule Birth Anniversary (11th April)
6. Bharatratna Dr. Babasaheb Ambedkar (14th April)
7. A.P.J. Abdul Kalam Birth Anniversary (13th October)
8. Sant Gadgebaba Death Anniversary (20th December)
9. Maharashtra Day/International Labor Day (1st May)
10. Marathwada Mukti Sangram Din (17th September)
11. Dr. Babasaheb Ambedkar Marathwada University Namvistar Din (14th January)
12. Teacher's Day (5th September)
13. Karmaveer Ankushrao Tope Saheb Birth Anniversary (18th September)
14. Marathi Bhasha Gaurav Din (27th February)
15. Vishwa Hindi Din (10 January)
16. International Women' Day (8th March)
17. International Yoga Day (21 June)
18. World Physiotherapy Day (15th September)
19. World Breast-Feeding Day (4th August)

- **National Festivals:**

1. Independence Day (15th August)
2. Republic Day (26th January)
3. Mahatma Gandhi Birth Anniversary (2nd October)
4. Vachan Prerana Divas (15th October)
5. Constitution Day (26 November)

Thus, institute pays tribute to all national heroes on their birth/death anniversaries. On these occasions, students take an active part in all these programmes which helps them imbibe patriotism, ethics, values in their personal and professional life.

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

7.2 - Best Practices

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

1. **Title of the Practice: Counselling Center as a Support Service to the Students and Community**

2. **Objectives:**

- To make the client deal with life's problems

3. **The Context:** Due to increasing complexities in human lives, the need for mental health and related services are on constant rise. Hence, counselling center was a necessity.

4. **The Practice:**The center has currently three qualified and professionally trained counsellors. The center also seeks services of outside counsellors whenever required.

5. **Evidence of Success:** 1) Positive feedback received from the client 2) More and more outside clients are turning up for counselling at the center.

6. Problems Encountered and Resources Required:

1. Difficulty in establishing a rapport with the client

Practice II

1. Title of the Practice: Earn and Learn Scheme

2. Objectives:

1. To provide financial assistance to economically backward students

3. The Context: The management of the institute long ago decided to support the students financially in order to lessen the burden of their parents by initiating the scheme of Earn and Learn.

4. The Practice:

After the selection, a meeting is organized under the chairmanship of the principal. In this meeting, the candidates are made aware of the rules and regulations of the scheme.

5. Evidence of Success: 1) Dropout cases due to financial constraints minimized 2) Attendance of the students increased in the college

6. Problems Encountered and Resources Required: 1) Most of the economically challenged students find it embarrassing to enroll for the scheme initially.

File Description	Documents
Best practices in the Institutional website	https://mssatcjalna.com/Best-Practices-&-Extension-Activities.html
Any other relevant information	https://mssatcjalna.com/7.2.1%20Best%20Practices%20Weblink%20Upload.pdf

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

Vision of the Institute: "To Enlighten, Empower and Awaken the

Masses of the region through Qualitative Training and Value-Based Education."

Mission of the Institute: "To make educational facilities available to the common people so as to enable them to understand life and to make them capable of facing the challenges of the world through all round physical, ethical and intellectual development of their personality."

Considering the supreme importance of community services and the feeling that we owe something to the society, Matsyodari Shikshan Sanstha's Ankushrao Tope college seriously pondered over the issue of extending its invaluable services in the neighborhood civic. After a careful deliberation, it appeared that the villages in the area are negligent about health. Ignorance and poverty may be counted for such hazardous carelessness.

Hence, the decision to support the villages was taken by providing them various health services with the help of local hospitals and health workers. The vibrant N.S.S. department of the institute has occasionally been conducting health camps in the neighborhood community.

During COVID times, there was a huge scarcity of blood in banks. Hence, the institute organized blood donation camps on the campus. Students and staff members regularly donate their blood in these camps. The Vice Principal Dr. Sanjay Patil has been regularly donating his blood for last 25 years. The Government Hospital of Jalna has felicitated the institute for organizing blood donation camps regularly since the year 2001.

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

Matsyodari Shikshan Sanstha's Ankushrao Tope college Jalna has been consistently working for the overall development of the student community. Of many significant activities, curriculum delivery is of supreme importance. At the beginning of the first term, one-day induction programme for all students is conducted in which the principal informs the students about the roadmap of curricular, co-curricular and extra-curricular activities.

- **Stern Adherence to Academic Calendar:** Academic calendar plays a pivotal role in the process of effective curriculum delivery. The academic calendar is prepared by the IQAC in which all curricular, extra-curricular and co-curricular activities are tentatively mentioned. It outlines the academic plans which are later conveyed to the teachers and the students. Curricular activities are strictly carried out as per the academic plans.
- **Contribution of BOS Members:** Since the college is an affiliated one, it strictly adheres to the curriculum designed by the parent university. Some of the senior teachers who are members of the university Board of Studies of various subjects contribute by providing their valuable inputs in the university curriculum. Feedback on curriculum by different stakeholders and the findings inferred from it are conveyed to the BOS of different subjects for curriculum revision.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.youtube.com/watch?v=SuDlVqtzAK4

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

In line with the Academic Calendar of the parent university, the academic calendar of the institute is prepared every year to plan curricular, co-curricular and extra-curricular activities. The program of internal evaluation is clearly stated in the academic calendar and is severely observed throughout the year. The academic year commences from the month of June and ends in the month of April when the examinations are over. Tentative dates of tests, field-projects, educational tours and practical examinations are prearranged and conducted accordingly in both semesters. At the end of August, the teaching of first term courses is almost over. Hence, the first test is scheduled in September/October before the university examinations commence. However, there is a freedom to conduct the tests as per the convenience of the concerned teacher. A compulsory General Knowledge test at the institute level is also conducted in the month of September and its result is prepared. The results of class tests are conveyed to the students in order to communicate the progress of their performance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mssatcjalna.com/Academic%20Calendar-Yr-21-22.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

16

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

153

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our academic programmes, along with co-curricular and extra-curricular activities, capture crosscutting issues of gender, professional ethics, human values, Environment and sustainability.

- **Gender Issues:** The sensitivity of the college with respect to Gender issues is evident through many activities and programmes conducted as co-curricular activities. Apart from gender issues in various course contents prescribed by the parent university, the college has conducted marches of students on themes.
- **Environmental Issues:** The students of the college are sensitized about the Environmental issues as it is one of the burning issues at present time. In this respect, N.S.S. department plays a vital role with its many programmes which highlights the issues pertaining to Environment. In addition to this, there is a compulsory course in Environment for all second year students in order to make them aware of the environmental issues.
- **Professional Ethics:** There is a course on Professional Ethics in Commerce at both undergraduate and postgraduate level. In addition to this, subjects like Microbiology, Public Administration, Sociology and Political Science have also included rudiments of Professional Ethics in the curriculum.
- **Human Values:** Curriculums of English Literature, Hindi Literature, Marathi Literature, Urdu Literature, Public Administration, Sociology have assimilated the issues pertaining to human values.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

30

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

808

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

institution from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	https://mssatcjnalna.com/1-4-2-Feedback-Yr-2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://mssatcjnalna.com/1-4-2-Feedback-Yr-2021-22.pdf
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 students admitted during the year	
898	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	

520

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- **Identification of Slow and Advanced Learners:** Students of diverse background seek admissions in the institution for various programmes and courses. Hence, it is necessary to find out the slow and advanced learners in the initial phase by making an assessment. In order to accomplish this task, academic performance of the previous examination is taken into consideration. Apart from this, the classroom interaction with the students in an early phase is also used to determine slow and advanced learners.
- **Special Programmes for Slow Learners:** Special programmes for slow learners include remedial teaching and special sessions which contain interaction with the learners to understand the basic problem barricading learning process. The teachers prepare a list of difficult topics from the curriculum and these are covered in these sessions. On these difficult topics, additional study material is also provided to the slow learners.
- **Special Programmes for Advanced Learners:** The advanced learners are encouraged to read advanced reading material in order to satisfy their quest for additional knowledge. The teachers provide these students books, E-notes and question banks prepared for competitive examinations. In addition to this, the advanced learners are encouraged to register for MOOC courses on SWAYAM portal. These students are also encouraged to take part in subject-related departmental activities like arranging film shows, Wall Papers and debating competitions.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/Activity-for-all.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1913	56

File Description	Documents
Any additional information	View File

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

- **Experiential Learning:** Apart from the usual teaching practices, all the faculty members use student-centric methods while delivering the course contents of their respective subjects. Hence, the students of all subjects are allocated project works, field-works and internships in order to experience experiential learning. The concerned teachers give questionnaires to the students and are taken to the concerned fields. Psychology students, for instance, visit mental hospitals and carry out experiments with respect to the behavior of the patients who suffer from various mental disorders.
- **Participative Learning:** The shared teaching/learning methods are always productive than a corny and cloying one-way method. During classroom teaching or laboratory sessions, the teachers involve students in the classroom activities like Brain Storming, Stand and Deliver activities, seminars, activities on Google Classroom, subject quiz contests and solving crossword puzzles, mini-projects, short-term tasks, multi-media sessions and role-playing, practical in labs, Science Exhibitions and so on. Such collaborative and participative methods help the

students to get involved in the whole procedure and make the learning experience more pleasant.

- **Problem-Solving Methodologies:** This is the most significant method of learning. This process includes: 1) defining the problem and differentiating between fact and opinion, specifying underlying causes. 2) generate alternative solutions, postpone evaluating alternatives initially 3) Evaluate and select an alternative. Evaluate alternatives relative to a target standard 4) Implement and follow up on the solution. Teachers of Physics, Mathematics, Chemistry and Psychology use this method in order to help students cope up with real-world problems.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.youtube.com/watch?v=cJLpimbP9mk

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

IQAC has been constantly promoting the use of Information Communication Technology in order to make the teaching-learning process interesting. It is expected that teachers should use educational technology to the maximum along with the traditional methods of chalk and talk. Blended learning certainly proves fruitful if used judiciously. The following ICT tools are used in the institute:

1. OHPs
2. LCD Projectors
3. Smart Boards
4. K-YANS
5. Youtube
6. Social Media - WhatsApp and other Applications
7. Departmental YouTube Channels
8. Websites and other online resources
9. Films and Documentaries
10. DTH TV
11. E-Notes and E-Books
12. Google Classroom and Blog

The institute ensures effective use of ICT through various

trainings to the teachers and by providing necessary infrastructure.

- IQAC organizes training programmes for teachers with respect to the use of ICT. Teachers learn various methods and techniques of developing E-Content through such training programmes. There is also a Media Center where the work of E-Content development goes on. Teachers prepare Power Point slides and related soft material for teaching purpose.
- Fast internet provided by the institute enables the teachers to use online resources
- The teachers prepare various Question Banks and E-Notes
- Various E-Books are downloaded from N-List of the INFLIBNET for students
- English teachers use the Language Laboratory for improving communication skills of the students
- Each teacher uses his/her own Laptop for easy mobility
- The institute has also registered its name on NPTEL for online MOOC courses. Students and teachers participate in these courses.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

56

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
56	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
40	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
718	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Continuous Internal Evaluation is the soul of assessment system of the institute. In order to track the academic progress of students, intermittent tests, practical and orals are scheduled twice in each semester in an academic year. Four tests of each course are conducted in each semester. In order to do this efficiently, the evaluation system also needs to be vigorous and translucent. Hence, there is a facility of complaint registration in each department if any student finds that justice is not done to him or her. In addition to this, there is an Examination-related Grievance Cell where aggrieved students can register their complaints. This becomes even more obligatory in practical subjects like Geography, Psychology, NSQF diploma programmes and B.Voc. programmes. The transparency of the internal assessment is noticeable due to the following features:

- Program of Tests/Seminars declared in the Academic Calendar.
- Allocation of specific curriculum part for each semester test/seminar.
- Answer sheets given to the students after assessment.
- Complaint section for aggrieved students.
- Freedom to go to the concerned teacher if not happy with the result.
- Opportunity for reconsideration and recounting if necessary.
- Help in synopsis preparation through rubrics in case of Projects.
- Chance to improve performance in practical during laboratory sessions.

With the intention of increasing regularity and promptness of the students in the classroom, weightage is given to regular students. Due to extreme robustness and vivacity of CIE, the complaints have been lessening day by day.

File Description	Documents
Any additional information	View File
Link for additional information	https://mssatcjalna.com/2.5.1.-B-CIE-details.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Internal Assessment and university examinations are routine processes of the institute. Whether class tests, practical or project-related oral/written examinations, there are probabilities of errors or misunderstandings on part of the teachers while gauging the students' performance. Keeping this prospect in view, there is an Examination-related Grievance Cell that comprises following members: 1) Dr. Gajhans D.S. - Principal 2) Dr. Patil S.A. - Vice Principal 3) Mr. Gusinge Ramdal - Office Superintendent 4) Dr. Ansari M.A. - Assist. Professor 5) Dr. Sawant S.B - Assistant Professor and Dr. Kale R.K. The students who are not pleased with the assessment can register a grievance with the cell. The panel then resolves the matter. If any student is not content with the university result, he/she can register the complaint as well and required action is taken with respect to this. The students can apply for reassessment/recounting through the Grievance Cell and also get the copy of their answer sheet as per university rules. During university examinations, the university sends online question papers which are to be downloaded, printed and Xeroxed. Suppose any complaint with regard to the quality of printing appears, it is too resolved at the earliest and the time spent in this process is compensated by giving the extra time to the examinees. Matters like withholding of the results, out-of-syllabus questions, choice and quality of questions are also dealt with by the panel and conveyed to the University for further deliberation.

File Description	Documents
Any additional information	View File
Link for additional information	https://mssatcjalna.com/2.5.2-exam%20grievance-web-upload.pdf

2.6 - Student Performance and Learning Outcomes

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

Outcome based education is the fundamental principle of the institution. Unless and until the outcomes are identified and specified, it is pointless to track whether the objectives have been achieved or not. Hence, POs and COs have been clearly stated and displayed on the institution's website after consultation with the College Development committee. POs and COs are also conveyed to the teachers in various meetings of IQAC. Every teacher then converses the POs and COs with the students in the introductory lectures so as to make them understand clearly what they have to do and attain throughout the programme. POs and COs have also been printed on digital flex boards and displayed on both floors of the college building. Digital boards with the website link leading to POs and COs page are also displayed for the students. The principal also orients the newly admitted students about the outcomes in an induction programme at the beginning of the academic year. This is how students come to know that mere passing of examinations and obtaining degree, diploma or certificate is not the only end of pursuing their respective programmes. They also clearly understand that mere making themselves capable for different works is also not the objective of their achievement. They figure out that their main purpose is to manifest the perfection they already have and delve deep into their personalities in order to make them humane in all respects.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mssatcjalna.com/PO-All-Final.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Institute evaluates Programme Outcomes and Course Outcomes through a committee that comprises following members:

1. Dr. Gajhans D.S. (Chairman)
2. Dr. Karwande S.L. (IQAC Coordinator)

3. Dr. Raypure S.E. (Member)
4. Dr. Masood Ansari (Member)
5. Dr. Savant S.B. (Member)

- **Method of assessment of Programme Outcomes/Programme Specific Outcomes:** The Programme Outcomes and Course Outcomes are measured through direct and indirect methods. Direct methods are used through straight examinations or reflection of students' knowledge or ability against calculable course outcomes. The skills described by the course outcomes are charted to specific problems on university examinations, internal examinations and home assignments. During the course of the semester, the faculty records the performance of each student on each course outcomes. Average attainment in direct method = university examination (80%) + Internal Assessment (20%) Indirect Assessment policies are applied by entrenching them in students' survey, employers' survey and alumni survey. Few of POs are assessed centered on pertinent developed rubrics. Finally, Programme Outcomes are assessed with above mentioned data and Programme Outcome Assessment Committee settles the POs attainment level.
- **The Tools used for the Assessment of POs/PSOs and their Frequencies:** At the end of each session, university conducts examinations based on the results published by the university. The Course Outcomes are measured based on the course attainments level fixed by the programme. Direct mode is used for the same.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mssatcjalna.com/2.6.2.-POs-CO%20Attainment-Method-for-link.pdf

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

314

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://mssatcjalna.com/SSS-AOAR-2021-22.pdf>

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)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

16

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Matsyodari Shikshan Sanstha's Ankushrao Tope college is looking to develop and be a part of innovation ecosystems in which various stakeholders and community members work for innovations. With this intent, the institute has been collaborating with some external agencies in order to create and transfer knowledge for generating employability among the youths of the region. Academic linkages with government and non-government foundations and organizations have made it feasible for the institute to achieve this end. Currently, the institute is engaged with Vedanta Foundation, Mumbai, Tata Institute of Social Sciences (TISS) and Government of Maharashtra for running short-term skill-based courses. This has enabled the institute to create an active flow of information and resources for ideas to transform into reality. Through these ecosystems, the institute is building a process by which more innovators and entrepreneurs can develop and launch solutions to solve

real-world problems. These startups are creating jobs and opportunities for the youths of the vicinity and opening new vistas to diversify the economy. At present, 12 short term courses through Vedanta Foundations are being run in the institute. In addition to this, 03 NUSSD courses have been offered through TISS. Similarly, Government of Maharashtra's Career Katta is also catering different online courses in order to inculcate various skills among the students. Through various external agencies, these courses are helping the students to develop entrepreneurial personality, management skills, financial management, decision making capacity and risk management. Apart from this, the college has research center in 10 subjects.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mssatcjalna.com/RC.html

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

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

0

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

3.3 - Research Publications and Awards

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

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

32

File Description	Documents
URL to the research page on HEI website	https://mssatcjalna.com/RC.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

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

3.4 - Extension Activities

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

Students of Ankushrao Tope college are the brand ambassadors of the society. They actively take part in all extension

activities in the neighborhood community. Since the institute is pro-sensitive with respect to community responsibilities, innumerable extension activities are conducted throughout the year. Along with N.S.S. and Life-Long Learning and Extension departments, the institute organizes so many other activities which are beneficial to the society in general. Especially, the students of the institute have done remarkable work with respect to community service in health for the people of villages around Jalna city. Rendering health services in the neighborhood villages is in fact an institutional distinctiveness worth taking a note. The following programmes will suffice to demonstrate the institute's awareness with regard to sensitizing students to social issue and holistic development.

Thus, various extension activities conducted by the institute through its vibrant units of N.S.S. and Life-long Learning and Extension have successfully sensitized the young students about the social issue in the neighborhood communities. This has made the students compassionate about the people of the rural areas and they also came to know the importance of physical labor, national duties and righteousness.

File Description	Documents
Paste link for additional information	https://mssatcjnalna.com/3.4.1_ExtensionActivitiesList.pdf
Upload any additional information	View File

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

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

0

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

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

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

23

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

2074

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
1	
File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
15	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
The institute has an impressive building in 9.5 acres with 11719.22 square meters' built-up area. The infrastructure has been shaped as per the UGC and university norms. There are two	

wings having two floors in each wing and the classrooms and laboratories are disseminated on both the floors (A Wing and B Wing) as per the suitability of the students. There are total 32 well-furnished and fully ventilated classrooms.

A Wing (Ground Floor):

- **Classrooms:** There are total 07 classrooms, including 06 ICT-enabled Classrooms. Out of 07 classrooms, 06 classrooms are having a size of 14'71/2x2063 each with a seating capacity of approximately 40 students and remaining 01 classroom's size is 30x26'3 having a seating capacity of approximately 100 students. 04 virtual classrooms are equipped with Wi-Fi/LAN enabled internet connectivity, LCD Projectors, K-Yans, computers and interactive boards.
- **Laboratories:** Apart from classrooms, there are 04 laboratories that include 02 computer labs, 01 English language lab and one Geography lab. 02 Computer labs are having a size of 30x26'3 each.

A Wing (First Floor):

- **Classrooms:** There are total 11 classrooms, including an ICT-enabled seminar hall of 62'3x26'3 size having the seating capacity of 200 students. Out of 11 classrooms, the size of 04 classrooms is 14'71/2x26'3, size of 05 classrooms is 30x26'3 and 01 classroom is having a size of 31'6x26'3. There are no laboratories on the first floor of A Wing.

B Wing: There are total 14 classrooms (including labs) in the B Wing.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=SuDlvqtzAK4

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- **Sports Facilities:** The institution has sworn in to generate an aura amiable for the students' overall physical, spiritual and moral development of personality. Since its inception, the institute has energetically fashioned a culture of encouraging sports and other co-curricular activities for all-round development of student community. There are both indoor and outdoor sports infrastructural facilities available for the students. Plenty of space for all kinds of sports like Badminton, Cricket, Kho-Kho, Kabaddi, Volleyball, wrestling, long jump, shot-put, discus throw, Table Tennis, basketball, Chess, and Carom is made available for the users.
- **Cultural Facilities:** Likewise, there is an Auditorium Hall accessible for conducting various cultural activities in the institute. The Cultural Committee inspires the interested students to take part in all sorts of cultural programmes and offers them the pertinent facilities and opportunities to show their inherent talent.
- **Yoga Center:** The Yoga Center is another noteworthy feature. There is a commodious hall for practicing Yoga in the institute. It is interesting to note that the Yoga and Meditation Center is made available to the general public as well who are interested to practice it.
- **Meditation Center:** Apart from Yoga, there is also a Meditation Center in the natural and peaceful surrounding where the students, teacher and general public meditate for attaining peace of mind and enhance their concentration power.
- **Revival of Older Games:** There are many traditional games which are on the threshold of elimination. The institute believes in cherishing the old along with accepting the new.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=V9WMCx6phKU

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

20

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mssatcjalna.com/ICT.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

1.27

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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

The central library of the institute has an imposing building consisting of two stories. It is partially automated with Integrated Management System (ILMS) in order to be user-friendly. For that matter, SOUL 3.0 software is being used since the year 2004. Software for University Libraries (SOUL) is a state-of-the-art integrated library management software designed and developed by the INFLIBNET center based on requirements of college and university libraries. It is user-friendly software developed to work under client-server

environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. After a comprehensive study, discussions and deliberations with the senior library professionals of the country, the software was designed to automate all housekeeping operations in a library. The software is suitable not only for the academic libraries, but also for all types of sizes of libraries, including school libraries.

The SOUL 3.0 consists of the following modules. Each module has further been divided into sub-modules to cater to its functional requirements. The in-built network feature of the software will allow multiple libraries of the same university to function together as well as access to the distributed databases installed at university libraries and union catalogue mounted at INFLIBNET using VSAT network includes following features:

- Acquisition
- Catalogue
- Circulation
- OPAC
- Serial Control
- Administration

In addition to this, N-List of INFLIBNET database provides 31,00,000 EBooks and more than 6,000 E-Journals.

Other Information: Institute's central Library accomplishes all necessities of the students' mandate of text and reference books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://mssatcjalna.com/Library.html#IT-INFRA

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

2.09

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

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

35

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has a well-established system for upgrading its IT facilities. There is a committee that looks into the matters of IT facilities upgradation. It comprises all faculty of Computer Science department. Wi-Fi and Internet connection is regularly upgraded for enhancing its speed. For instance,

B.S.N.L. Broadband is upgraded into a leased line. In addition to this, a 100 MBPS Microscan connection with Wi-Fi is availed in order to obtain more speed. ICT tools like K-Yans, Interactive Boards and computers are upgraded at regular intervals. For online teaching-learning, the institute has extensively used online platforms like Zoom, Google Meet, Google Classroom during COVID 19 times. Similarly, all computers of the institute have been upgraded from Core2Duo to Core I3 and Core I3 to Core I5. The legal copies of all operating systems automatically get upgraded whenever put on an online mode. The central library as well as English Language Laboratory of the institute have servers and LAN systems which are also upgraded now and then. LAN system in the administrative office is also upgraded for better results. The SOUL 2.0 software used in the library is upgraded to SOUL 3.0. Books issue system in the library is now upgraded with the barcode scanners. Website of the institute is also updated at regular intervals. Maintenance and updating of the website is assigned to Prof. Gajar T.D. who takes care of this work periodically. The vendors of different software visit the institute once.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mssatcjalna.com/ICT.html

4.3.2 - Number of Computers

125

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

21.79

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Academic and Support Facilities

- Laboratories:** Computer labs are regularly maintained by the faculty-in-charge and aides-de-camp along with Engineers who are outsourced from time to time. Rigorous attention is paid to preserve cleanliness in the labs. The list of equipment of all labs and Virtual Classrooms is maintained in the stock register. Well-timed servicing of the devices is carried out in order to augment their life and capacity. Updated record of Geography, Psychology, Physics, Chemistry and all Life Sciences labs equipment is austerely kept. All equipment in these labs are properly cared and repaired whenever required. The record of the dead stock and consumables is neatly kept in these labs.

- **Classrooms:** A two-member committee is formed to take care of the maintenance of all classrooms. It weekly inspects and ensures that proper cleanliness is maintained.
- **Department of Sports:** The list of all equipment in the Department of Sports is kept and updated from time to time. Cleanliness in the Indoor hall and Gymnasium is fastidiously sustained.
- **Library:** There is a library committee that provides suggestions with regard to maintenance and utilization to the librarian who then monitors and maintains the library and takes care that library is optimally utilized. Pest controlling of books is regularly done in order to prevent vandalism of books and other learning resources from different types of pests/vermin.
- **Hostels:** The rector of girls' hostels negotiates the activities from admissions to maintenance. There are menial staff for cleaning/sweeping both hostel buildings.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mssatcjalna.com/maintainance.html

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

938

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://mssatcjalna.com/Skill.html
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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**

0

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

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**

64

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Students are one of the most significant stakeholders of any educational institution. Considering their supreme importance, the institute takes care to provide as much representation to students on all bodies as possible. The representation of students on Student Council is determined on merit basis as per University Act 1994, under section 40. The college constitutes Students' Council each year of each class on merit basis. Through a notice, the institute appeals the students to submit their mark sheets in order to determine the merit. 11-17 members are selected for Student Council out of which 11 are selected as class representatives. From the remaining, one student each is nominated as a representative on N.S.S., Cultural and Sports Committee. One member is also given representation on Student Welfare Department (SWD). Similarly, the council also elects one General Secretary who allots the work related with students' welfare to other representatives. These representatives remain engaged in all activities conducted by the institute. The inaugural function of the Students' Council takes place before Annual Gathering which

usually takes place in the month of February. These representatives report the students' problems to the principal who later puts them before the College Development Committee and gets them solved. In the Annual Gathering, one of the student representatives reads the annual report of the work done in the academic year.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/5.3.2%20Nirzar-Student-Participant.pdf
Upload any additional information	View File

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

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The students are the real asset of any educational institute. Specifically, the alumni are of supreme importance when it comes to the development of the institute. It is they who can provide invaluable inputs and insights in the overall making of the institute. Hence, it is expected that the past students should assist the institute in all forms for the benefit of the currently enrolled students. The Alumni Association of the

institute 'Karmayogi Ankushrao Tope Alumni Foundation' is registered from the charity commission. The past students of Ankushrao Tope college work in all walks of life. Many of them are successful businesspersons/entrepreneurs, industrialists, teachers/professors, civil servants, police officers, politicians, social workers, film and Television actors/actresses, creative writers etc. Most these past students remain present for various meetings organized by the institute and provide their invaluable inputs and suggestions with regard to the development of the institute. Most of the past students are from nearby villages where N.S.S. camps are conducted, they help the Programme Officers to adopt villages where developmental works need to be done through camps. Their assistance always proves fruitful in this respect. N.S.S. Programme Officers of the institute seek the help of these past students in organizing blood donation camps, tree plantations, building water storage tanks, literacy work, eradication of superstitions and various health checkups of the villagers.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/alumni.html
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: "To Enlighten, Empower and Awaken the Masses of the region through Qualitative Training and Value-Based Education."

Mission: "To make educational facilities available to the common people so as to enable them to understand life and to make them capable of facing the challenges of the world through all round physical, ethical and intellectual development of their personality."

- **The Governing Body:** The management's part is vital and in tune with the vision and mission of the institute which is obvious owing to its tenacious exertions in supplementing all types of facilities for smooth working of the institution.
- **College Development Committee (CDC):** CDC approves the recommendations with respect to academic, administrative and infrastructural matters given by the IQAC.
- **Internal Quality Assurance Cell (IQAC):** IQAC meets twice in a year and takes various decisions. Being a policy designing machinery, IQAC chalks out various programmes.
- **Principal:** The assistance of the principal helps the heads of the departments and the faculty members for attaining wanted objectives.
- **Head of the Department:** Several activities are conducted at departmental level by the heads of the departments with the help of the principal.
- **Faculty:** The faculty members are allocated different tasks by the heads which are carried out conscientiously by them to accomplish desired goals. Apart from teaching, the faculty members work hard to organize more and more departmental activities during the year.
- **Non-teaching Staff:** The non-teaching staff provides all kinds of support to the teachers while following the academic calendar.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/Vision-Mission.html
Upload any additional information	View File

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

The institute trusts in decentralization of work and includes all its components to partake in all activities for better results.

1. Admission Committee (UG & PG)
2. N.S.S. Committee
3. Library Committee
4. Employment Guidance Cell
5. Student Council Committee
6. Time Table Committee
7. Earn and Learn Committee
8. Debating and Elocution Committee
9. Nirzar Wallpaper Committee
10. Girls' Hostel Committee
11. Competitive Exams Guidance Cell
12. Vishakha Cell
13. University Exams Committee
14. Student Welfare Department
15. Cultural Committee
16. Complaint Cell
17. UGC Grants Proposal Committee
18. Study Tours Committee
19. Campus Development Committee
20. Discipline Committee

The best example of institutional practices involving decentralization and participative management is the organization of institute's Annual Gathering. In order to materialize this colorful ceremony, the related committees work hard and contribute jointly and forcefully. Cultural and Sports Committees take the lead and seek help of the relevant/allied committees for various events in the Annual Gathering ceremony. The principal with the consultation of other members decides the chief guests for inaugural and farewell functions. Firstly, the schedule of various programmes/activities during three days is prepared in a joint meeting with all members of related committees. After this, an invitation card is prepared and distributed to various stakeholders. Two days before the event, the principal formulates specific committees. These include 1) Committee for Welcoming the guests 2) Committee for various cultural events 3) Fish-Pond Selection & Reading Committee 4) Sports Committee 5) Stage Decoration and Seating Arrangement Committee 6) Poetry Recitation and Story-telling Committee 7) Banner Committee 8) Prize Distribution Committee 9) Food Committee 10) Certificate Writing and Distribution Committee.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/Committees.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

After second cycle of NAAC, the management of the institute seriously worked upon the recommendations of the peer team. Accordingly, a five-year perspective plan was prepared by the IQAC with consultation of the CDC. Following were the recommendations for quality enhancement given by the peer team:

- Provide more space, modernize laboratory facilities for Science courses and increase class work for PG courses as per UGC norms.
- Provide more teaching staff for teaching PG courses.
- Adequate research facilities have to be provided and more research papers to be published in the refereed journals.
- Better maintenance of infrastructure needed.
- IQAC to be more functional.
- The formal placement and counselling center has to be started.
- A formal alumni association has to be involved in the infrastructure development and other academic activities.
- Job-oriented, innovative, diploma and certificate courses have to be started.
- Provide more sport facilities including indoor games.
- Develop expertise to provide collaboration and consultancy.

IQAC placed these recommendations in the CDC meetings and the process to comply with them started immediately. All the above expectations of NAAC have been fulfilled so far and the institute is working on additional academic and infrastructural issues.

- Use of renewable energy
- Purchasing educational as well as other equipment
- Green Audit and Energy Audit
- Introduction of new vocational courses through NSQF
- Development of Smart Classrooms

- Functional MOUs with other organizations/institutes
- Introduction of new skill-based courses
- Capability Enhancement Programmes
- Preparing POs and COs
- Feedback system on curriculum and other matters
- Research Centers in 10 subjects

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mssatcjalna.com/Plan-Docs.html
Upload any additional information	View File

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.

Matsyodari Shikshan Sanstha's Governing Council is an apex body of the trust having 11 members. Its President, Secretary, Treasurer and members are elected through general elections.

- College Development Committee (CDC): The institute has a College Development Committee which also comprises 11 members and a structure as per Maharashtra University Act, 2016.
- Principal and other Administrative Committees: Principal as the head of the academic and administrative sections of the institute pays attention to smooth operation of academic and administrative activities. The Vice Principal, all heads of departments along with the faculty and Office Superintendent assist the principal in this respect.
- IQAC: Internal Quality Assurance Cell is the policy designing mechanism of the institute where works related with quality enhancement and sustenance go on. IQAC is strictly modelled on the guidelines of NAAC.
- Various Committees: The principal forms various committees for facilitating several curricular, co-curricular and extra-curricular activities.
- Service Rules, Procedures and Recruitment: The institute follows the rules and regulations of UGC, Government of Maharashtra and Dr. Babasaheb Ambedkar Marathwada

University, Aurangabad for recruitment of teaching and non-teaching staff.

- **Promotional Policies:** The institute is translucent and unbiased with regard to the promotions of teaching and non-teaching staff. For career advancement of teachers, UGC's PBAS format is used which is filled up and submitted to the IQAC office. IQAC counts and determines the API.
- **Grievance Redressal Mechanism:** There is a Grievance Redressal Cell in the institute for students and employees. The sufferer/victim can lodge a written complaint if any injustice happens.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/6.2.2-Teacher-Qualification-ALL.pdf
Link to Organogram of the institution webpage	https://mssatcjalna.com/images/6.2.2%20Tree-Diagram-jpeg.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Since its inception, Ankushrao Tope College is running various

welfare schemes for its teaching and non-teaching staff.

Following are some of the prominent schemes:

- **Loan Facility of Matsyodari Credit Society:** The teaching and non-teaching staff of the institute has the facility to have short-term loan on small interest rate. There is also a facility to grant emergency loan within a day to employees. Near about all employees of the institute have availed this facility during last 05 years.
- **Medical Reimbursement:** Medical Reimbursement scheme has been made accessible by the institute for all staffs. The needy employees apply for the scheme and their applications are furthered to the related departments for speedy compensation of medical expenditures.
- **L.I.C. Installments:** The principal has counselled every staff member of the institute to get Life Insurance policies from L.I.C as well as from other private insurance companies. Each month, the installments of all employees are deducted from the salary and the installments are paid without any delay.
- **Provision of Advance Amount:** In case of any crisis, the employees can avail advance amount from the funds of the institution. This amount is later recovered with convenient installments from the salary of the employee.
- **Maternity/Paternity Leave:** Maternity/Paternity leave is allowed to women/men employees as per state government rules.
- **Day Care Center:** There is a Day Care center for newly born toddlers of the women employees of the institute.
- **Medical Leave:** Medical leave is granted during illness as per rules.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/mssp-Loan-form.pdf
Upload any additional information	View File

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**1**

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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****5**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

10

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

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

The Performance Based Appraisal System (P.B.A.S) has been introduced in the year 2010 while implementing the 6th Central Pay Commission by the U.G.C. The P.B.A.S. system is stringently followed by the institute as per the U.G.C., State Government and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad rule.

- **Teaching, Learning and Evaluation:** In this category, teacher's annual activities relating to teaching and learning are assessed. Information regarding total lectures, practical and contact hours is to be given in this part. Similarly, information with regard to exam-related work, assessment and membership of various committees is also to be given.
- **Co-curricular, Extension and Professional Development Activity:** This category evaluates teacher's role in co-curricular and extracurricular activities like extension services, contribution in various committees, workshops and seminars and so on.
- **Research and Academic Contributions:** In this category, the teacher's involvement in research and other educational matters is taken into account. Each teacher is supposed to publish at least two research papers in UGC notified journals and ISBN books in a year. They are also required to present their research papers in various conferences and seminars. Fiscal assistance is also provided to the teachers for attending conferences,

Teachers are required to submit the P.B.A.S. forms at the end of each academic year.

Non-teaching staff's annual performance is also assessed by the panel created for this purpose.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/6.3.5-PBAS-Blank.pdf
Upload any additional information	View File

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

Internal and external financial audit is regularly done by the institution. The institute obtains services of private Charter Accountants (Ashok Patil and Associates, Dhande and Associates) for conducting internal audits at the end of a financial year. The job to conduct internal audit is assigned to Dhande and Associates who conducts it every six months. External audit is done by Ashok Patil and Associates at the end of each financial year in the month of April and May. All records of these audits are scrupulously preserved in the administrative office. The external audit is conducted each year through the Accountant General (A.G.) Nagpur. The rules of UGC, State Government and Central Government are strictly followed while carrying out these audits and their settlement. Due to this, very few objections are raised which are later settled to the satisfaction of the CAs. The record of all verified receipts, payments, cashbooks, passbooks, vouchers, ledgers in the office are rigorously kept. In short, there is a system to maintain complete transparency in fiscal matters of the institute.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/6.4.1-Audit-Report-External.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

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

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

The institute is Grant-in-Aid with some self-financed programmes having following sources of revenue:

1. Fees collected from Undergraduate and Postgraduate students
 2. Salary grants from the government
 3. Funds from UGC development plans
 4. UGC grants for research projects
 5. Miscellaneous charges for services and forms from students
 6. Individual and Corporate Donations
 7. Alumni Donations
 8. Canteen Rent
 9. Sale of scrap
 10. Interest on Fixed Deposit
- College Development Committee (CDC): Annual budget is placed in the CDC where it is discussed comprehensively taking into consideration inputs from various stakeholders from the point of mobilization.
 - Finance Committee: Finance Committee determines the expenditure to be meted out through available/sanctioned funds.
 - Building Committee: The Building Committee utilizes the sanctioned funds for construction of

building/renovation/extension.

- **Purchase Committee:** Purchase Committee does the purchasing of various equipment/resources through the funds assigned for this purpose.

All purchasing is carried out by taking at least three quotations from three different parties and selecting the cheapest by comparing and negotiating. The institute methodically promotes digital processes in order to save papers. Most of the notices and communications are issued through E-platforms in order to save menial staff labor and papers. The institute also has a 100% use of LED lights and tubes which saves electricity. In addition to this, a care has continuously been taken to switch off lights and fans in empty halls and classrooms. There is a separate committee to inspect whether there is no wastage of power in the halls and classrooms.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/Plan-Docs.html
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) has been working conscientiously since its formation. It is accomplishing various quality enterprises as per the core values identified by NAAC. However, following two cases are worthy of mentioning here to underline IQAC's contribution in institutionalizing the quality assurance:

- **Skill-based Courses:** IQAC in its various meetings has emphasized the importance of skill development of the students in order to make them employable. Accordingly, the decisions taken in the IQAC meetings were placed in the CDC for approval and various skill-based courses were started. Following skill-based courses are being run successfully in the institute:

N.S.Q.F Courses:

Community College

1. Diploma in Welding
2. Diploma in Fabrication Fitting

o

1. Banking
2. Accounting
3. Computer Hardware & Networking Maintenance

Add on Courses:

1. Upyojit Marathi
2. Spoken English
3. Tally and GST
4. Taxation: Theory and Practice
5. Computer Literacy
6. Learn Marathi Through Urdu
7. Prayojanmulak Hindi
8. Seed Technology
9. Microbial Pathology
10. Modern Instrumental Methods of Analysis

Add on Course Conducted by ISRO:

1. Remote Sensing and Digital Image Analysis

Courses of Vedanta Foundation, Mumbai:

1. Beauty Parlor and Wellness
2. DOT.NET
3. Web Designing
4. C+, C++
5. C Language
6. CORE JAVA
7. SQL & PL
8. Advanced Excel
9. Advanced Financial Accounting
10. Computer Application
11. Tally

12. Marketing

National University Students' Skill Development (NUSSD) Courses:

1. Accounting
 2. Banking and Finance
 3. Hospital Service Management
- **Professional Development and Administrative Training Programmes:** IQAC is very much diligent as far as empowering the teaching faculty and the non-teaching human resources are concerned and conducts various training programmes for teaching and non teaching staff.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/iqac1.html
Upload any additional information	View File

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

- **Focus on Student Centric Teaching Methods:** IQAC has attached supreme importance to student centric teaching-learning methods in order to enhance learning experiences. IQAC fastidiously makes the concerned subject teachers to lead the students to their respective fields, labs, organizations and industries in order to make them involve in experiential learning. The students of Geography, Psychology, Commerce, Zoology, Botany, Microbiology, Chemistry and B.Voc. courses have fully involved the students in experiential and participative learning. As a part of locational advantages, Botany department of the institute has established a linkage with a huge garden named Moti Bagh in the neighborhood of the institute. Similarly, there is a Social Forestry area having trees and saplings of different kinds. IQAC has taken a lead to establish linkages with them for the students to get involve in Botanical studies. Thanks to the policies of IQAC, various departments are trying hard

to bring innovations in teaching-learning activities.

- Use of ICT in Teaching-Learning: During its various meetings, IQAC has stressed the importance of use of modern technological tools in teaching-learning activities. Apart from this, the teachers have been suggested to use online resources, Youtube channels, various social media channels, films and documentaries, DTH TV, E-notes and E-books, Google Classroom and blogs. Institute has also registered its name on NPTEL for online MOOC courses. In order to facilitate the teachers for effective use of ICT and preparation of various E-content, IQAC has organized a number of workshops on using ICT and preparing E-content.

File Description	Documents
Paste link for additional information	https://mssatcjalna.com/ICT.html
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://mssatcjalna.com/6.5.3-Yearwise-AQAR-weblink.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

- **Safety and Security:** The institute is very much particular about the safety and security of girl students and women employees. Apart from Vishakha Cell, there are various committees working for safety and security of females on the campus. CCTV cameras are installed everywhere for close surveillance. As a locational advantage, Police Station is hardly at 500 meters' distance. In addition to this, two security guards are at patrolling every time having a close watch on the outsiders who enter the premises. The whole campus is secured with a wired compound wall. There is a system of uniform for both students and teachers which enables to identify the outside persons. Besides, Damini Squad (A team of police to check teasing/sexual assaults on college girls) is on their routine visits to the campus in order to check any teasing and assaulting mishaps. Different programmes pertaining to orient the girl students about self-defense are organized.
- **Counseling:** There is a counselling center in the department of Psychology which provides expert advice on various issues pertaining to students. Prof. Mrs. Sujata Devre has been counselling the students on academic and stress-related issues since its inception. The counselling center organizes special career counselling programmes for girls.
- **Common Rooms:** In order to have privacy during leisurely hours, the girl-students of the institute have a common room with the facility of attached toilet.
- **Day Care Center:** There is also the facility of Day Care Center in the Girls' Hostel for the toddlers of the women employees.

File Description	Documents
Annual gender sensitization action plan	https://mssatcjalna.com/Annual-Gender-Sen-Plan-Yr-2021-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mssatcjalna.com/7.1.1-Gender-equity-Web-link-page.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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:** Dust bins are kept in the campus are used to collect solid waste. Blue colored bins are used to collect dry waste and green colored bins are used to collect wet waste. The institute has availed the facility of garbage collection van of Municipal Corporation which regularly comes and collects the solid waste.
- **Liquid Waste Management:** For liquid waste management, there are drainage lines which carry liquid waste from bathrooms and toilets. The salty waste water discharged from RO machines is used to plant the trees in the campus.
- **E-Waste Management:** For E-waste management, there is a separate committee. This committee negotiates all the

matters related with E-waste. There is a separate place to keep defective keyboards, mouse, printed circuit boards, monitors, mobile chargers, printers etc.

- **Waste Recycling System:** Instead of throwing out, most of the usable plastic bags are recycled. Similarly, the waste water of RO machines is used for trees and plants in the campus. Various kinds of E-equipment parts are also recycled in other equipment.

Hazardous Chemicals Waste Management System: Hazardous Chemicals are kept separately in the laboratory away from the reach of students. Lab assistant and lab in-charge follow all safety norms in the laboratory. The chemicals used in the experiments are diluted and after its usage it gets mixed with routine water which is discharged in the protected pit outside Chemistry lab. Laboratory waste water and expired liquid chemicals are discarded in the pit after neutralizing (PH=7) them.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

1. The institute observes Samvidhan Diwas (Constitution Day) on 26 November every year to commemorate the constitution of India.
2. National Anthem is a regular practice at a Morning Congregation
3. Voter Awareness Programme is organized in the institute to foster the importance of voting and strengthening democracy.
4. N.S.S. unit of the institute organizes blood donation camps in order to inculcate social responsibility among the students.
5. Kolhapur and Sangli Dist. Flood Relief Rally
6. Rally on Free Legal Aid Scheme
7. Street Plays on Various Social Issue
8. Kerala Flood Relief Rally
9. Jagar Janivancha (Awakening of Consciousness)
10. Blanket Distribution to the poor and needy people
11. Filling up Voter Registration Forms through YIN team of the College
12. Sanskar Din on each Thursday observed
13. Marathi Bhasha Gaurav Din celebrated on 27 February each year
14. Hindi Day observed on 14 September each year

15. Vachan Prerana Diwas is observed on the birth anniversary of A.P.J. Abdul Kalam
16. Dr. Babasaheb Ambedkar's Birth Anniversary on 14 April each year
17. Celebration of International Yoga Day on 21th. June each year
18. Anti-terrorism Day observed on 21. May each year
19. Celebration of Independence Day on 15th August each year
20. Sadbhavana Day celebration on 20th August each year
21. International Peace Day on 15th September each year
22. Communal Harmony Day and International Non-Violence Day on 2nd October
23. Ekta Daud (Run for Unity) on 31st October each year
24. National Integration Day on 19th November each year
25. World Human Rights Day on 10th December
26. Quami Ekta Week (National Unity Week) 19-25 November each year

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Apart from curricular activities that sensitize students about values, rights, duties and responsibilities, the institute also conducts various programmes in order to inculcate these things in students and the employees. Sanskar Din (Sacrament Day) is observed on every Thursday for students with a lecture of an eminent speaker on the issues pertaining to ethics, values and good sense.

- Righteous Conduct: Care of possession, hygiene, self-respect, good behavior, good relationship, helpfulness, and good environment.
- Peace: Attention, calmness, dignity, equality, gratitude, humility, patience, satisfaction, self-control, and self-esteem.
- Truth: Accuracy, curiosity, fairness, honesty,

fearlessness, intuition, justice, quest for knowledge, tolerance, and understanding.

- Love: Affection, care, compassion, dedication, devotion, forgiveness, friendship, humaneness, patriotism, sacrifice, and trust.
- Non-violence: Sympathy, empathy, happiness, good manners, morality, care for others, loyalty, brotherhood, care for environment, respect for national wealth, and social justice.

The institute has published this handbook on its website. The hard copy of the same is also available in the Principal's office.

The institute is pro-sensitive about the human rights and a care has been taken not to violate the rights of both the students and the employees. Various programmes pertaining to safeguarding one's rights are conducted for the students and the employees. Through Legal-Aid Awareness programmes, the orientation with regard to various laws to protect human rights is done. Similarly, the institute organizes workshops on Intellectual Property Rights.

The Constitution Day is celebrated every year with a speech of an eminent speaker on the subject. The constitution is read every day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.youtube.com/shorts/xyyFCqIFgwI
Any other relevant information	https://mssatcjalna.com/7.1.9-Students-Duty-Responsibility.pdf

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

A. All of the above

Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The institute celebrates national festivals, birth/death anniversaries of the great Indian personalities with great zest and enthusiasm. Following programmes/celebrations take place in the institute:

- Birth/Death Anniversaries of Great Indian Personalities and International Commemorative Days:

1. Krantijyoti Savitribai Phule Birth Anniversary (3rd January)
2. Rajmata Jijau Birth Anniversary (12th January)
3. Chatrapati Shivaji Maharaj Birth Anniversary (19th February)
4. Mahatma Gandhi Birth Anniversary (2nd October)
5. Mahatma Jyotiba Phule Birth Anniversary (11th April)
6. Bharatratna Dr. Babasaheb Ambedkar (14th April)
7. A.P.J. Abdul Kalam Birth Anniversary (13th October)
8. Sant Gadgebaba Death Anniversary (20th December)
9. Maharashtra Day/International Labor Day (1st May)
10. Marathwada Mukti Sangram Din (17th September)
11. Dr. Babasaheb Ambedkar Marathwada University Namvistar Din (14th January)
12. Teacher's Day (5th September)
13. Karmaveer Ankushrao Tope Saheb Birth Anniversary (18th

September)

14. Marathi Bhasha Gaurav Din (27th February)
15. Vishwa Hindi Din (10 January)
16. International Women' Day (8th March)
17. International Yoga Day (21 June)
18. World Physiotherapy Day (15th September)
19. World Breast-Feeding Day (4th August)

- National Festivals:

1. Independence Day (15th August)
2. Republic Day (26th January)
3. Mahatma Gandhi Birth Anniversary (2nd October)
4. Vachan Prerana Divas (15th October)
5. Constitution Day (26 November)

Thus, institute pays tribute to all national heroes on their birth/death anniversaries. On these occasions, students take an active part in all these programmes which helps them imbibe patriotism, ethics, values in their personal and professional life.

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

7.2 - Best Practices

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

1. Title of the Practice: Counselling Center as a Support Service to the Students and Community

2. Objectives:

- To make the client deal with life's problems

3. The Context: Due to increasing complexities in human lives, the need for mental health and related services are on constant

rise. Hence, counselling center was a necessity.

4. The Practice: The center has currently three qualified and professionally trained counsellors. The center also seeks services of outside counsellors whenever required.

5. Evidence of Success: 1) Positive feedback received from the client 2) More and more outside clients are turning up for counselling at the center.

6. Problems Encountered and Resources Required:

1. Difficulty in establishing a rapport with the client

Practice II

1. Title of the Practice: Earn and Learn Scheme

2. Objectives:

1. To provide financial assistance to economically backward students

3. The Context: The management of the institute long ago decided to support the students financially in order to lessen the burden of their parents by initiating the scheme of Earn and Learn.

4. The Practice:

After the selection, a meeting is organized under the chairmanship of the principal. In this meeting, the candidates are made aware of the rules and regulations of the scheme.

5. Evidence of Success: 1) Dropout cases due to financial constraints minimized 2) Attendance of the students increased in the college

6. Problems Encountered and Resources Required: 1) Most of the economically challenged students find it embarrassing to enroll for the scheme initially.

File Description	Documents
Best practices in the Institutional website	https://mssatcjnalna.com/Best-Practices-&-Extension-Activities.html
Any other relevant information	https://mssatcjnalna.com/7.2.1%20Best%20Practices%20Weblink%20Upload.pdf

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

Vision of the Institute: "To Enlighten, Empower and Awaken the Masses of the region through Qualitative Training and Value-Based Education."

Mission of the Institute: "To make educational facilities available to the common people so as to enable them to understand life and to make them capable of facing the challenges of the world through all round physical, ethical and intellectual development of their personality."

Considering the supreme importance of community services and the feeling that we owe something to the society, Matsyodari Shikshan Sanstha's Ankushrao Tope college seriously pondered over the issue of extending its invaluable services in the neighborhood civic. After a careful deliberation, it appeared that the villages in the area are negligent about health. Ignorance and poverty may be counted for such hazardous carelessness.

Hence, the decision to support the villages was taken by providing them various health services with the help of local hospitals and health workers. The vibrant N.S.S. department of the institute has occasionally been conducting health camps in the neighborhood community.

During COVID times, there was a huge scarcity of blood in banks. Hence, the institute organized blood donation camps on the campus. Students and staff members regularly donate their blood in these camps. The Vice Principal Dr. Sanjay Patil has been regularly donating his blood for last 25 years. The Government Hospital of Jalna has felicitated the institute for organizing blood donation camps regularly since the year 2001.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- 1) **Start new Skill-based Courses**
- 2) **Undergo NAAC Accreditation for 3rd cycle**
- 3) **Prepare for NEP 2020**
- 4) **Apply for Research Centers**
- 5) **Upgrade IT Facilities**