YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   Sudha Sureshnhai Maniar College of Computer and Management

- Name of the Head of the institution   Dr.Sudha Bhide

- Designation   Director

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   07122684775

- Mobile no   9890412247

- Registered e-mail   maniarcollege@gmail.com

- Alternate e-mail   sudha@bhide.com

- Address   Plot No 13, Kharsa No 103/1-2, EIA Street, ,Kalmna Market road, Kalamna

- City/Town   Nagpur

- State/UT   Maharashtra

- Pin Code   440035

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Urban

- Financial Status **Self-financing**

- Name of the Affiliating University **Rashtrasant Tukadoji Maharaj Nagpur University**

- Name of the IQAC Coordinator **Suhashini Chaursia**

- Phone No. **07122684775**

- Alternate phone No. **9890412247**

- Mobile **9922084705**

- IQAC e-mail address **ssuhashinic@gmail.com**

- Alternate Email address **maniarcollege@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) http://maniarcollege.ac.in/AQAR/Prof%203%20information%20of%20AQAR%20Link.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: http://maniarcollege.ac.in/AQAR/Academic%20Calender%202021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.55**	**2021**	**28/09/2021**	**28/09/2026**

6.Date of Establishment of IQAC **01/07/2017**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

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

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

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

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

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

• Students must be trained to stand on their feet. Accordingly, it was decided that an 'Entrepreneurship cell' be established and all efforts be concentrated towards achieving this after the lock down. • Apart from the syllabi, students must be trained to face real world problems and improve their communication skills • They must be made industry ready • Whether a student is rich or poor he must be able to make his own identity.

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
1. Appoint qualified staff with industry experience	1. Full time teacher with doctorate degree and industry experience was appointed. This was beneficial to students.
2. To expand and improve infrastructure	2. Lift construction was initiated.
3. Extend support to teachers for attending FDPS, conferences and workshops	3. 50% financial aid was given to teachers to attend conferences, workshops, refresher and short term courses conducted by Academic Staff college
4. Use online teaching methodology	4. Teachers engaged lectures via Google meet and created you tube channels.
5. Acclimatize students to the online mode of teaching	5. Not only were students taught to learn in the on line mode but they were able to shift all offline procedures viz. submit assignments, give tests and access all information in the online mode with confidence and ease.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	10/02/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr.Sudha Bhide
• Designation	Director
• Does the institution function from its own campus?	Yes
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• Address	Plot No 13, Kharsa No 103/1-2, EIA Street, ,Kalmna Market road, Kalamna
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• State/UT	Maharashtra
• Pin Code	440035
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• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
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• Alternate phone No.	**9890412247**
• Mobile	**9922084705**
• IQAC e-mail address	**ssuhashinic@gmail.com**
• Alternate Email address	**maniarcollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://maniarcollege.ac.in/AQAR/Prof%203%20information%20of%20AQAR%20Link.pdf
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- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	10/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	24/12/2022

15.Multidisciplinary / interdisciplinary

Our Institution offers a diverse range of academic programs, including Commerce, Management and Computer Science. Additionally, the college actively promotes a holistic learning environment through organizations such as the National Service Scheme (NSS) and the National Cadet Corps (NCC).

1.Multidisciplinary Academic Programs

Bachelor of Commerce. This program combines core business principles with a comprehensive understanding of Economics, Finance, Commerce, and Accounting equipping students with a well-rounded business education.

Master of Commerce. M.Com offers in-intensity information and know-how in numerous areas of Commerce, such as Accounting, Finance, Taxation, Marketing, Economics, and Enterprise Management. This specialized information makes graduates precious property to employers in search of experts with a deep know-how of those subjects.

Bachelor of Business Administration. This program emphasizes management and leadership skills, integrating aspects of Marketing, Finance, Environment Management and Organizational Behaviour.

Bachelor of Commerce in Computer Commercial Application (BCCA): This is a fusion of Commerce and Computer applications.

Bachelor of Science in Information Technology [B.Sc.(IT)]: This program revolves around the field of Information Technology, which is essentially about storing, processing, securing, and managing information. Networks, Software Engineering, Web Design, Computer Networking and Computer Systems etc. are some of the subjects of study covered in the program..

Bachelor of Computer Applications (B.C.A.) : The Computer Science program fosters interdisciplinary learning by combining Computer Science theory with practical applications, enabling students to tackle real-world problems through technology.

Master of Science in Computer Science [M.Sc. (Comp.Sc.)]
: This two-year M.Sc. in Computer Science program aims to cultivate expertise in key areas of the field, such as Software Engineering, System Development, Natural Computation, Mathematical Foundations, and Artificial Intelligence. The

program also covers modules like programming, Data Analytics, Software Development, Communications, Network Architecture, and Database Design. With a focus on innovation, entrepreneurship, and industry readiness, students are provided opportunities for skill development.

16.Academic bank of credits (ABC):

No

17.Skill development:

Innumerable activities are undertaken to enhance students 'skills.

  Certificate courses.

1. Spoken English: This has led to improved employability and self-confidence, and has proven to be a valuable investment for personal and professional development.

2. Tally: This course is for commerce students, and hones their accounting skills, and trains them in management of financial resources including tax regulations in an efficient manner apart from enhancing career opportunities.

3. Communication Skills: This course equips students with crucial abilities like effective verbal and written communication, active listening. This enhances their academic performance, job prospects, and interpersonal relationships.

4. English Language Lab: English Language lab was established in our college to improve listening and communication skill of the students.

5. Quantitative Aptitude: This course helped students improve their skills in mathematics, data analysis, and problem-solving. This enhances their ability to tackle numerical problems in various fields such as finance, engineering, and science. It also boosted their confidence in handling quantitative tasks, leading to better academic performance and increased employability opportunities.

6. Hardware & Networking: This has led to enhanced job opportunities in IT support, network administration, and system maintenance roles. Additionally, it equipped them with practical skills that are in high demand across various industries, leading

to potential career advancement and higher earning potential.

7. Direct and Indirect Tax: The direct and indirect tax course benefited students by providing specialized knowledge for better career prospects, financial literacy, compliance expertise, career flexibility, and on-going professional development.

8. Open Access to Computer Labs: Students were welcome to use the college computer labs. This is a boon especially to students whose syllabi do not include computer literacy.

9. NSS and NCC: Participation in these contributed to students' mental, physical, and social skill development.

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

Appropriate Integration of the Indian Knowledge System (teaching in Indian language, culture using online courses)

Faculty members provide classroom delivery in trilingual mode (English, Hindi and Marathi), since students tend to understand better if taught in their mother tongue.

We are well prepared for implementing the Indian Knowledge System course as soon as the affiliation university implements the NEP.

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

The course delivery, and assessment are planned to achieve requisite objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels.

Students are regularly evaluated based on what they learn. The learning process focuses on students and their goals, with teachers guiding and supporting them along the way. We use clear criteria to measure how well students achieve their learning objectives (SLOs) through assessments. Grades reflect how students perform on these objectives, which are linked to activities and assignments. We prioritize learning practical skills that apply to real-life situations.

Students are actively engaged in their learning, and our programs give instructors the freedom to be creative in how they teach. Students are encouraged to take responsibility for their education and receive positive feedback, ocllaboration, and teamwork, are encouraged.

Finally, based on the students' abilities teachers happily assist students in choosing jobs or selecting an appropriate program for proceeding to higher education.

20.Distance education/online education:

Nil

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**243**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**956**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**478**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**366**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**20**

Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**25**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**18**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**62.11**
4.3 Total number of computers on campus for academic purposes	**61**

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

As per Guidelines of Nagpur University, the Academic calendar was prepared and followed by our institution. It is mandatory for teachers to maintain a record of the syllabus of each course to be covered for each semester of a session. This is done by pasting the syllabus of each course allotted to them and the latter in turn keep a record of portions covered. Teachers are called upon periodically during a session to show the progress in syllabus covered. If a teacher is lagging in course coverage he/she is required to engage extra classes. Our college makes every effort in ensuring curriculum completion as far as possible. If it is noticed that a teacher would not be able to complete the syllabus due to unavoidable circumstances, another teacher is allotted to simultaneously teach the same course so that the same is completed

well in time, before the university examinations.

We have a robust feedback system. Written as well as oral feedback is taken from the students and appropriate action is taken as and when such a need arises. Teacher's feedback on students is in oral form, and action is prompt and immediate. The concerned students are called and praised or reprimanded as the situation demands.

Meetings were also conducted with teachers and management to overcome the problems related to online teaching learning process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

We endeavor to adhere to the Academic Calendar as closely as possible. In the academic year 2021-22, a variety of activities were organized by our students and staff. Yoga Day was celebrated in June, followed by admission-related processes for both undergraduate and postgraduate classes through September, along with preparation of timetables and the commencement of degree classes for Semester I. Tree Plantation' on August 7th, Independence Day on August 15th. September marked the beginning of odd semesters of all programs, with special events including Teachers' Day celebrations on September 5th, NSS Foundation Day on September 24th, and Hindi Diwas on September 14th. . A Covid vaccination program was arranged on October 26th and 27th. Following the Diwali vacations prelims examinations were held followed by odd semester university examinations in December. National Science Day was celebrated in February, Defensive Driving program in March and Ambedkar Jayanti in April. NSS activities were conducted enthusiastically throughout the year as per university directives. All university exams commenced in April through the first week of June in accordance with the directives of RTMNU. They were running late due to the pandemic situation. Class tests and prelims were held prior to Odd and Even semester examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://maniarcollege.ac.in/AQAR/Academic%20Calender%202021-22.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

B. Any 3 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

4

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

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

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

7

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

303

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

Many cross cutting issues relevant to Environment and Sustainability have been integrated into the Curriculum. "Environment Study", is a compulsory subject in Part II of all undergraduate programs. "Environment Management' is a paper included in BBA part II. Numerous programs were conducted related to issues such as professional ethics, environmental sustainability and human values. These activities help build a positive character with traits such as compassion, respect, kindness, and humility. They enable students distinguish between right and wrong and good and bad. This promotes rational thinking and unbiased judgment among students. Following are some activities conducted to cultivate the above qualities:

- **Blankets and clothes distribution to the needy people**
- **Self-defense program for girls**
- **COVID-19 Vaccination Camp**

- ○ **Many NSS activities**

Besides the above, various committees were formed. The purpose of committees was to provide protection to the students in a professional environment. It covered the receipt and processing of complaints from students. A few are listed below viz.

1. Women Redressal and Sexual Harassment Committee

2. Grievance Committee

3. Discipline and Anti Ragging Committee

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

3

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	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

166

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	http://maniarcollege.ac.in/AQAR/1.4.1%20Feedback%20of%20Stackholders%202021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows   **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://maniarcollege.ac.in/AQAR/1.4.2%20Syllabus%20Feedback%20Analysis%202021-22%20upload.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

956

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

478

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

Assessment of Learning Levels:

The assessment of learning levels is primarily done through:

- Analysis of students' data that contains the academic history of the student (available in college MIS)
- Feedback of mentors
- Performance in assignments
- Involvement in practical and lab experiments
- Problem solving ability in class

Strategies for Advanced Learners:

They are

- given special care and attention
- given guidance to register in various online courses in MOOC, NPTEL and other online educational platforms.
- directed to use E-resources in INFLIBNET, N-List, DELNET and other E- platforms.
- given the opportunity to represent the college in National

and State level intercollegiate competitions and many of them bag prizes.

Strategies for Slow Learners

- Slow learners are identified in each subject and special classes are arranged for them.

- Remedial classes are arranged based on the specific needs of students.
- Through the practice of peer teaching, students are taught by students themselves.
- The teachers take special lessons under the scheme Bridge Courses to bridge the knowledge gaps of students with lesser exposure to advanced studies.
- Faculties prepare and distribute self-learning material that suits the requirements of slow learners.

File Description	Documents
Paste link for additional information	http://www.maniarcollege.ac.in/AQAR/2.2.1%20(21-22)%20advance%20and%20slow%20learner.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
956	20

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

Student centric approach was adopted by creating a hybrid learning environment. The first half of the session 21 – 22 was conducted online due to the COVID pandemic guidelines of the affiliating university while during the second half teaching learning was in person by keeping social distancing and covid-19 guidelines into

consideration. During online sessions, classes were conducted through Google meets. Periodically, students' performance was analysed through Google forms and Google classroom. Students were required to submit assignments in Google classroom within the given time frame. Recorded classes were provided to the students who were unable to join the meeting. Online group discussions and quizzes were held to encourage participative learning among students.

In the offline sessions all the safety measures were implemented to ensure wellbeing of students and staff. Students were encouraged to participate actively in the debates and problem solving activities. Few seminars were also scheduled for the betterment of the students.

Our priority was student engagement, feedback and support, irrespective of the mode of instructions. By adopting a student-centric approach, the college successfully navigated the challenges posed by the pandemic and provided students with a holistic learning experience that empowered them to thrive academically and personally.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://maniarcollege.ac.in/AQAR/QnM%202.3.1%20Student%20Centric%20methods.pdf

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

1. Teachers of the College try to make the best use of ICT in their teaching process.
2. Our campus is Wi-Fi enabled which helps the teachers and students to stay connected to the internet and learn and teach the updated information.
3. The classrooms are ICT enabled with desktops and projectors which helps in the e-learning process. Some teachers use and share e-books which are very useful for the students as they are handy and save the cost of buying the physical books..
4. The digital library helps in accessing information from any where in the world, thereby assisting in easy search and retrieval of information.
5. Our college has well equipped computer labs. The teachers

take practical classes for courses like Mathematics, Commerce, Computer Science, etc.

6. Due to lockdown teaching was in online mode on Google Meet, Zoom, Microsoft Teams, etc.during the odd semester.
7. Many teachers have undergone FDPs to enable/familiarize with these online platforms. Besides using e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks,YouTube Content, etc. further adds quality to lecture delivery.
8. Reading material, short notes, and e-books are shared over different media like Google Classroom, e-Mail, College Portal, Blogs, WhatsApp etc.

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

20

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

20

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	View File

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

5

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

108

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.

- Faculties explained the different steps that make up the semester-long evaluation procedure. This was also posted on the WhatsApp Groups of respective classes. Due to post pandemic situation, assignment submissions, tests, attendance, practical records were given and online classes were conducted. Internal grades were determined on the basis of assignments submitted online as well as attendance.
- Assignments and class tests were conducted from time to time.
- Revision of difficult topics was undeertaken after completion of syllabus.
- Few sessions were arranged online for slow and advanced learners
- Students' difficulties were resolved through WhatsApp chats as offline classes had not commenced smoothly.
- University question papers were made available to the students in Google classrooms.
- Preliminary examination was conducted on the basis of the entire syllabus prescribed by the university and the timetable displayed on the notice board and also circulated in WhatsApp groups.
- The pattern of university question paper was explained to the students.
- Students were well aware of the fact that teachers judge them on all the above criteria.

Students had several opportunities to improve as well as score. Thus the mechanism of internal assessment was transparent and robust in terms of frequency and mode.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.maniarcollege.ac.in/AQAR/2.5.1%20Prelim%20exams.pdf

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

We have a well laid out mechanism for internal evaluation and for related grievance redressal.

College Level-

1. Mechanism of Internal Evaluation

Unit tests, group discussions, viva, surprise tests, assignments etc. are conducted for internal evaluation. Evaluated answers are discussed in the class. The subject teacher submits one copy of the internal mark list to the head of the department.

1. Mechanism to deal with internal examination related grievance

If a student has any grievance related to internal marks allotted, this is resolved by the subject teacher in the class itself and if he /she is not satisfied, they have the liberty to approach the HOD. The finalized marks are entered in the mark sheet record. This enhances transparency. Strict guidelines are present in our college for completing the evaluation process and displaying marks.

Students who are absent for the internal exam due to sickness/ hospitalization or any emergency situation, re-exam, home assignments, presentations or oral tests, whichever is deemed fit is conducted.

University Level-

If a student is not satisfied with the University marks, they have the option for revaluation within a week from the declaration of results through the office at the college.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.maniarcollege.ac.in/AQAR/2.5.2%20(21-22).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.

The college runs undergraduate (B.Com., B.Sc Comp. Sc., BBA, BCA, BCCA) and postgraduate programs (M.Sc. Comp. Sc.) as per the university syllabui. The Programand course outcomes are framed at the University level. Every teacher is not only aware of the syllabus and course outcomes as displayed on the RTMNU website, but they are also conveyed to the students during teaching-learning in the classroom. It is a routine practice at our

institute that every teacher conveys to students about the Programme and Course outcomes, and expected graduation attributes in the very first lecture. Learners are informed about the benefits of each subject and future prospects available. Teachers focus on prescribed outcomes in classroom teaching, and also during internal assessment of students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://maniarcollege.ac.in/AQAR/2.6.1%20CO%20&%20PO%20U.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.

- Programme and course outcomes are ascertained on the basis of results of the university examinations at the end of the even semester, number of students employed, and the number of students who proceeded to higher education. Teachers evaluated the results of each course that they taught and the subjects with least pass percentage and highest pass percentage were discussed.
- Modalities of improving course outcomes were also discussed by the teachers. knowledge of the Program and Course outcomeshelps the students to be clear on their future planning for higher education and jobs.
- In session 2021-22, three students secured merit position at the university level. Some students were placed in reputed organisations and many students choose to proceed for higher education.
- Our students' progression was quite good during this session. Being in the middle of the pandemic, that our students were able to sail through to the higher class during the gloomy and life threatening environment was in itself an achievement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.maniarcollege.ac.in/AQAR/2.6.2%20(21-22)%20Programme%20Outcomes.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

356

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	http://maniarcollege.ac.in/AQAR/2.6.3.2%20 Annual%20Report%202021-22.pdf

2.7 - Student Satisfaction Survey

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

http://www.maniarcollege.ac.in/AQAR/2.7.1%20%20Student%20Satisfaction%20Survey%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)

0

File Description	Documents
Any additional information	View File
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

0

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	View File
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

Due to COVID times no action was initiated for creation of an ecosystem for innovations and transfer of knowledge. Some teachers

or their family members were down with COVID and all were in a survival mode.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

01

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	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

0

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

03

File Description	Documents
Any additional information	View File
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

We have a dedicated NSS team of teachers and students which despite the lockdown conducted many activities in the neighbourhood community, sensitizing students to social issues for their holistic development..

- Twenty trees were planted by teaching and non-teaching staff in their homes and in the vicinity.
- 'Catch the Rain' activity was conducted on 8th Aug., 21.
- Webinar on "Right eating for healthy living" was attended by NSS volunteers & NSS program officers and students.
- COVID Vaccination: Ninety individuals including students, faculty, non-teaching and a few residents from the surrounding communities were vaccinated
- Blankets and clothes were distributed to the needy
- Our NSS students participated in " Defensive driving program and "Road Safety Awareness Campaign and Accident-Free India"
- Several rallies in village Mahalgaon , (adopted village)

based on
- The Importance Of Hygiene
- The Importance Of Water Conservation
- "SAY NO TO PLASTIC".
- "SAY NO TO TOBACCO".

- Street plays based on
  - Cleanliness,
  - Voting Awareness,
  - Dowry System
  - Single-Use Plastics,
  - Good Health Practices
  - "Matadaan Jagrukata
  - Blood Donation and Covid Vaccination Drives for the villagers and volunteers.
  - "Self-Defense" Program for village girls
- Movie on 'Our Educational System Culture'
- Drawing Competition

File Description	Documents
Paste link for additional information	http://www.maniarcollege.ac.in/AQAR/3.4.1%20PDF.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	View File
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

24

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

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

1085

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

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
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.

Classrooms and Computer Labs used for Teaching: 18

Computer Labs: 02

PCs for Teaching: 51

Printers: 05 (Epson 03, Laser 02)

LED: 03

Projectors: 04, (03 Wall-Mounted, 01 Mobile)

Routers: 08

UPS: 01 (12.5KVA)

The Teaching of Commerce programs Commences in the morning (8 a.m. to 1.15 pm) and Science programs in the afternoon (10 am to 4 pm).The timetable is so adjusted that the computer labs are available for all programs that require the use of computers. Fluctuations or shut down in electricity supply is taken care of by the 12.5KVA UPS so that use of computers in the labs proceeds unhindered. The wall-mounted projectors and LCDs, as also the mobile projector take care of the ICT needs of the teachers who need these. The six routers ensure that the entire first and second floor is Wifi enabled. Regular classes are held in room no 305 up to 11 a.m. Thereafter, this room is used as a Competitive Examination Guidance Cell. Students have access to one server and 5 thin clients to fill examination forms, internet access, etc. after 11 a.m. The management actively offers assistance as and when infrastructural enhancement is required. It is liberally funded by the management.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The facilities in our college for cultural and sports activities are not exclusively used for these activities for the whole year but during the Annual Social Gathering. Although not held in 21 - 22, the Annual Social Gatheringis the most eagerly awaited event of the year by the students It serves the purpose of identifying and bringing forth talent in the students. The existing infrastructure is used for the conduct of these activities. The spacious ground floor (48.8 x 10.8 = 508.35 Sq.Mt.) is usedfor the conduct of all cultural and indoor sports events. Due to the increase in student strength, thereafter, for the past two years, the main one day function of the gathering (dance, drama, mime, Fashion show, singing, etc) was arranged in the close byauditorium of VMV college, built by our management. Most of the other events are held within our own college premises. Cricket is arranged in the nearby Kachhi Oswal Cricket Play Ground (Area=10,344 Sq. Mt)

and other outdoor games in the Govt. Adiwasi playground (Area= 6673 Sq. Mt.) about a hundred meters away. The very fact that all the cultural activities are conducted by the college is proof that we have adequate facilities for cultural and sports activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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 college Library is situated on the ground floor of the building and has an area of 67 sq. mt. There is a spacious hall that provides a good environment for study for students and staff. It has a collection of 2584 books on diverse subjects and is partially automated with applications such as LIBMAN, DELNET, etc. with CLOUD-based OPAC Technology. Students can access it conveniently via the QR code or link for OPAC.

No. of Journals:

1) Indian Journal of Finance

2) Indian Journal of Management

3) Indian Journal of Computer Science

4) Science Reporter

No. of Newspapers:

  1. Lokmat
  2. Naubharat
  3. The Hitavada
  4. Employment News
  5. Rojgar Naukari Sandharb

There is an advisory committee headed by an Asst. Professor. The committee recommends books for purchase. A Faculty Development program for use of MOPAC was conducted. Students are issued two books at a time. We have a book lending facility during the Examination. Books are issued to students by depositing the cost of the book and on completion of the examination, the amount is refunded to the students.

Library Timing: 09AM To 03.00 PM

Users: 1) Students: 956

2) Teachers: 20

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the A. Any 4 or more of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

0.28

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

18

File Description	Documents
Any additional information	**No File Uploaded**
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

1. **No. of Computers: At inception of the college in 2008, there were only 12 computers. In 2021 – 22 we had 61.**
2. **Advanced Config. Computers: Each purchase is of a higher and more advanced configuration viz. dual-core I3 and I4 processor computers, DELL INSPIRON 3268-I3 (Slim) computers, DELL INSPIRON 3250-DUAL CORE (Slim) computers, LENOVO-V520.**
3. **Thin Clients: The Digital classroom (205) has 5 computers and 04 Thin clients.**
4. **Networking:facility exists in room no 104 and room no. 105 (computer labs) by using two 24 port switches and two 8 port switches.**
5. **Internet: The IT Lab. has Internet access using BSNL FTTP (Fibre Optic) connection.**
6. **Upgradation: TheBSNL 2 MBPS Broadband connection has been upgraded to BSNL 100 MBPS fiber-optic connection.**
7. **Wi-Fi: Initially Wifi was only on the ground and first floor. Present.ly all the classrooms, library and office are Wifi enabled with routers.**
8. **Smart Classrooms: Initially we had only one mobile projector. Presently, 4 LCD TVs and 3 projectors have been added**
9. **Management Software: Initially we had an offline College Management System. Presently, we have 2 College Management software:**
10. **Cloud-based ERP Centralized Campus Management System**
11. **Library Management System)-LIB-Man.**
12. **Website: website www.maniarcollege.ac.in is hosted by MasterSoft ERP Solutions, Pvt. Ltd.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

61

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	**No File Uploaded**
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)

60.11

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

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

1. Housekeeping is the responsibility of four non-teaching employees who keep the premises clean.

2. There is onesecurity guard.He controls the entry and exit

points of the college.

3. Our laboratory assistant maintains the computers, printers, projectors, televisions, routers, CCTV systems, sound systems, and other electronic gadgets.

5. The librarianis is efficient and looks after the library requirements.

6. Medicines and First Aid are replenished in the medical aid facility. In case of emergencies, a full-fledged hospital is just two km away.

7. The two office clerks, the scholarship clerk, an Accountant, and a peon, work in unison and cater to all the office work.

8. Thecanteen on the ground floor is outsourced.

9. Reprographic facility is outsourced and exists on the ground floor.

10. Maintenance of the CCTV surveillance system comprising 48 cameras is on call basis, when required.

12. Periodic cleaning of the solar panels of the 15 KWPA Solar On-Grid System is undertaken.

11. There is a maintenance contract for the On-Line 12.5 KVA UPS system.

The above support and maintenance mechanisms create an effective ambience for unhindered curricular, extracurricular, and administrative activities.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

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

386

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

527

File Description	Documents
Upload any additional information	View File
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	http://maniarcollege.ac.in/AQAR/5.1.3%20link.pdf
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

87

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

87

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

E. None of the above

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

05

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)
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

29

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

0

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

1

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/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 actively involved in shouldering responsibilities of the college activities and are also represented in committees. Class representatives (CRs) are elected by the students. There is

one student member of the IQAC, who disseminates the proceedings of the meetings to the CRs and the rest of the student community. Teachers Day is celebrated with enthusiasm solely as an initiative by the students. Formation of the Student's Council was not initiated by the affiliating university due to the pandemic. Involvement in the NSS is the most sought after activity by the students. Students participate enthusiastically in all programs conducted by the college in maintaining discipline, inviting guests, compering and all that is required for the smooth completion of the event. It must be admitted that due to strict COVID guidelines, not many activities were held during this session that involved student participation. They were all in a survival mode.

File Description	Documents
Paste link for additional information	Nil
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

1

File Description	Documents
Report of the event	View File
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

We have a registered Alumni Association but due to COVID pandemic,

and mandatory guidelines issued by the Govt, there was no engagement with alumni. All were in a survival mode.

File Description	Documents
Paste link for additional information	Nil
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	View File

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 of the Institution

1. To prepare for challenges

Mission of the Institution

1. To create awareness of the opportunities
2. To strive for self-actualization
3. To become computer literate
4. To inculcate value systems among students

Due to COVID 19 pandemic we were unable to work with full potential but continued with online activities as much as possible. We could conduct regular teaching through Google Classroom in online mode, online tests and NSS activities to help them build self confidence and empathy and imprint moral values, sincerity and hard work. Students could also access teachers Google Classroom for notes, syllabi, and university question papers of previous years.Syllabi were completed on time. Offline teaching and other activites commenced during late 21 - 22 session. Every effort was made by the teachers for self actualization ofstudents

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

During most of the period teachers and students were teaching and learning from their homes due to COVID guidelines. Even so various committees were constituted resulting in decentralization and participative management for proper and smooth functioning of the college. Every committee worked independently.

The relevant committees were:

- **Time-Table :Prepared the time table .**
- **Anti ragging and Discipline and Sexual harassment:-**

Due to lockdown thiscommitteedid not have much work.

- **Admissions: ensured that the admission process was as per prescribed norms.**
- **NSS committee:-**

Two Program Officers of two units (one hundred students per unit) conducted

activities befiting the Corona pandemic.

- **Grievance Redressal:**

This ensured a safe and comfortable environment for all its staff and students.

- **Sports:**

This committee too did not have much work due to the lockdown.

- **Library:**

The committee looked after the upgradation of the library resources for providing

benefits both to the faculty members as well as students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Extend support to teachers for attending conferences and workshops.

Teachers were encouraged to enhance their job skills.

Switch student from the offline to the online mode of teaching and leaning

Strategic Plan and Deployment Document

S.no

Strategic plan

Deployment

1.

Appoint qualified staff with industry experience.

Full time teacher with doctorate degree and industry experience was appointed. This was beneficial to students.

2.

To expand and improve infrastructure

Lift construction was initiated.

3.

Extend support to teachers for attending FDPS, conferences and workshops

50% financial aid was given to teachers to attend conferences, workshops, refresher and short term courses conducted by Academic Staff college

4.

Use online teaching methodology

Teachers engaged lectures via Google meet and created you tube channels.

5.

Acclimatize students to the online mode of teaching

Not only were students taught to learn in the on line mode but they were able to shift all offline procedures viz. submit assignments, give tests and access all information in the online mode with confidence and ease.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://maniarcollege.ac.in/AQAR/6.2.1%20St rategic%20plan%20Table.pdf
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.

Teachers complete teaching assignments, conductcollege and university examinations, guide the students, put forth any problems that they or students face to the Director, and also come up with solutions.

We have an efficient Librarian who meticulously maintains all records in M-OPAC software and ensures that books are purchased without delay.

There are 6 office staff. The scholarships clerk also visits the

university for office related work. Senior and Juniour office clerks do office work related to students. An Accountant collects fees and maintains record of all finances. One Laboratory Assistant maintains all PCs.

Four safai kamgars maintain cleanliness of the college premises. An electrician, a carpenter and a plumber are available on call.

With all the above mechanisms in place, our college runs smoothly and efficiently.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	http://maniarcollege.ac.in/AQAR/6.2.2%20Organogram.pdf
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	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institution is keen on the professional development of it's teaching and non- teaching staff. Full support is extended by the Management for academic enrichment of the faculty members. Following efforts were made for professional development of its

staff Teaching Staff

- Teachers have applied for participating in Orientation Programs,
- They have applied for Copyright, Refresher and short term courses conducted by Academic staf college of UGC and are slated to undergo these courses during 2022 -23 .
- Financial assistance is given for participation in Seminars / Workshops / Conferences.
- Duty leave was sanctioned to teachers for paper presentation and participation in Seminars / Workshops / Conferences/ Ph.D.and university related work..
- They are encouraged to pursue doctorate degree / NET /SET. Four of them hold doctorate degrees, one has submitted the thesis, one has registered for Ph.D. and one is preparing for registration..
- As financial support to faculty members pursuing higher education, they are are permitted to use library facility, computers, printers and stationery.

Non-Teaching Staff

- Permitted to attend various training programs to update their technical knowledge.

File Description	Documents
Paste link for additional information	**Nil**
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

2

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	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

5

File Description	Documents
IQAC report summary	View File
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

A Performance Based Appraisal "self-assessment" form as per guidelines laid down by the UGC and ratified by Govt. of Maharashtra was filled up by the teaching staff. This ensured that information on multiple activities is appropriately captured and considered and a record is maintained. Yearly feedback was taken from the students in the Google form and strict confidentiality was maintained.

The non-teaching staff are given annual increments.

Being a young and self financing institution, yearly increment in the salary is given and additional increments are based on the performance, Orientation and Refresher Courses completed by the teachers.

File Description	Documents
Paste link for additional information	Nil
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

Yes, the college has the mechanism for internal and external audits as per details given below:

Internal Audit

- All payments made by cheque are signed by two authorized signatories.
- An internal approval system for all expenses is in place.
- Accordingly, every expense voucher is approved by the Director.
- All vouchers are audited by an Internal Auditor on a routine basis.
- Prior approval of the Management is sought for expenditure involving large amounts.

External Audit

- Books of accounts are prepared as per statutory requirement.
- The ledgers are checked by the Chartered Accountant regularly as per the government policies.
- The auditor ensures that all payments are duly authorized.
- A single audited report is prepared for all the institutions run by Shri Nagpur Gujrati Mandal, the parent society, which includes that of our college.
- Donations to the college are routed through the parent society.

The Gujrati Mandal runs many educational institutions and with it's vast experience it is well aware of the strategies to be adopted

File Description	Documents
Paste link for additional information	Nil
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)

NIL

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

- **Every effort is made to increase admissions since Fees and Government scholarships are a major source of income.**
- **Teachers visit nearby Junior colleges, as well as villages to advertise the courses and facilities offered by our college.**
- **Presentations are made to the XIIth class students highlighting the activities conducted by the college.**
- **Efforts are also made to motivate philanthropists to grant donations.**
- **The affiliating university provides funds for regular and camp activities of our NSS units.**
- **Our college is run by Shri Gujrati Mandal, a community that is famous for optimum utilization of funds.**
- **Apart from salary expenditure, the management encourages participation of teachers in academic excellence viz. attending seminars, workshops, Faculty Development programs etc., by bearing 50% of the expenses for these.**
- **Adequate funds are provided for sports and cultural activities.**
- **Concession is given to students who are unable to pay fees.**
- **External and Internal audit is carried out every year.**
- **Over the years we have made considerable progress viz. a CCTV system, software for library, students record, Accounting, digital attendance system for teaching and nonteaching staff, books, computers, desks benches, projectors, Televisions, lift etc., which is proof of successful strategies deployed for optimal utilization of funds.**

File Description	Documents
Paste link for additional information	**Nil**
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

IQAC implementation of recommendations

For teachers

- **Financial support was given to teachers to attend international conferences**
- **Teacher with industry experience was appointed**
- **Five teachers attended faculty development programs**

For students

- **Career guidance programs,**
- **capacity building and**
- **employability skills enhancement courses (seven) were conducted for students**

File Description	Documents
Paste link for additional information	[http://maniarcollege.ac.in/AQAR/IQAC%20202 1-22%20MOM.pdf](http://maniarcollege.ac.in/AQAR/IQAC%202021-22%20MOM.pdf)
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

Every effort was made by the teachers to switch over from the offline to the online mode of teaching and learning due to the sudden lockdown on account of the prevailing COVID situation. Thorough homework including a webinar was conducted by the teachers where brainstorming was done and the best method for online teaching was ascertained. Students were also trained to learn in the online mode. Results of 21 – 22 were good.

IQAC recommended that students must be made job ready. Hence a teacher with industry experience was appointed. Students were happy to receive hands on training as per industry requirement. A "Career Guidance Workshop" was held by ICICI followed by a training at their Academy of skills.

The IQAC also recommended that efforts must be made to improve the quality of teachers. The latter were encouraged to undergo FDPS and financial assistance was given to teachers for this. Five teaching staff underwent a Faculty development program each. An FDP on 'Work Culture' was also organized by our college and this was attended by sixteen teaching and four non-teaching staff.

File Description	Documents
Paste link for additional information	http://maniarcollege.ac.in/AQAR/IQAC%202021-22%20MOM.pdf
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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://maniarcollege.ac.in/AQAR/2.6.3.2%20Annual%20Report%202021-22.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
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

Adequate measures have been adopted for promotion of gender equity.

- **A CCTV system has been installed. There are 48 cameras in and around the college premises. This instills a sense of safety and security among college students since they are well aware that they will be caught on misbehaving.**
- **A security guard is posted at the gate to prevent entry of undesirable elements.**
- **To assist female students a Women Redressel and Sexual Harassment cell has been constituted, and thishas been displayed on the college website http://maniarcollege.ac.in/ .**
- **There is a Girl's common room in the institution.**

File Description	Documents
Annual gender sensitization action plan	http://maniarcollege.ac.in/AQAR/21-22%20%207.1.1%20Promotion%20of%20gender%20sensitivity.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	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment   **A. 4 or All of the above**

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid and liquid waste management is the subject of Nagpur Municipal Corporation. We have appropriate systems in place for disposal of solid, liquid and e-waste.

- Solid waste management:Waste from the small bins located at various places in college is collected in a large dry waste container supplied by the Nagpur Municipal Corporation. The wet waste from the canteen is collected in a separate container meant for this purpose. A waste collection vehicle of Nagpur Municipal Corporation collects this waste twice a week.
- Liquid waste management: There exists a well-planned and laid out drainage system extending from toilets and washrooms of all the floors up to the manhole located outside the premises.
- We do not produce Biomedical waste
- E-waste management: An arrangement has been made for E-waste collection with Nagraj E-waste recycling. The latter is an authorized e-waste recycler registered under MPCD and membership from UCCI for handling hazardous and e-waste.
- Waste recycling: Newspaper, plastics and metal objects are sold to raddiwala and this is thereaftersrecycled. UPS batteries are returned to the shopkeeper who gives a discount on purchase of new batteries.
- We do not produce Hazardous chemicals and radioactive waste

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

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	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the 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	No File Uploaded
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 of reading material, screen   reading

A. Any 4 or all of the above

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

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

Following initiatives were undertaken.

Tree plantation program was organized on August 7, 2021. Twenty plants viz. Yellow Jasmine, Ashok, Guava, Red Jasmine, Yellow Rose, Pomegranate, Custard Apple, Jasminum sambac and Curry leaves

plants were distributed among teachers, non-teaching staff and students for plantation in their home. Some plants were planted near our college (Address: 665, Padole Nagar, Nagpur, Maharashtra 440008).

Sadbhavana Day was celebrated on August 20, 2021 to commemorate birth anniversary of former Prime Minister late Rajiv Gandhi. On this occasion, participants took the oath of Sadbhavana Day.

The Hindi Diwas was celebrated on September 14, 2021 to demonstrate student's appreciation of our national language 'Hindi'. On this occasion, online quiz competition was conducted using Google form.

To celebrate Blood Donation Day,NSS Program Officer, Ms. Nisha Vyas hosted a webinar on October 1, 2021 at 11 a.m. She made a Power Point Presentation to commemorate the occasion and mainly stressed on the necessity of blood donation.

The NSS Unit hosted a webinar on "Awareness about Food, Planet and Health" in collaboration with Vegan Outreach on October 18, 2021. Vegan Outreach is a non-profit group dedicated for ending animal cruelty and promotes the use of complete plant foods.

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	No File Uploaded

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

- To increase consciousness about national identities and symbols among students and staff, banners have been put up on the first floor.
- Code of conduct has also been displayed on college web site http://maniarcollege.ac.in/
- NSS Cell organized a two days COVID Vaccination Camp for our college under graduate students in collaboration with Arogya Vibhag, Nagpur Municipal Corporation, Nagpur, from October 26 to 27, 2021. The drive was conducted in the college premises to combat Corona and to fulfill college social obligations.

- NSS Volunteers participated and cleaned the statues of Dr. Baba Saheb Ambedkar, Dr. Rajendra Prasad and Chhatrapati Shivaji Maharaj to celebrate 75th year of Indian Independence viz. "Azadi ka Amrit Mohotsav" on December 17, 2021.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://maniarcollege.ac.in/AQAR/7.1.9.%20values,%20rights,%20duties%20and%20responsibilities%20of%20citizens.pdf
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

Independence Day was celebrated with great enthusiasm on August 15, 2021. The program began with flag hoisting by chief guest Adv. Sanjay Thakar, Secretary, SNGM and Shri. Sundarbhai Patel, Joint

Secretary, SNGM.

Teacher's Day was celebrated on September 6, 2021. On this occasion, students showed their respect towards teachers by giving birthday greeting cards and flowers.

To celebrate Gandhi Jayanti, NSS Unit hosted an online Quiz Competition on October 2, 2021. 136 students participated in the online Quiz Competition and all received an E-Certificate for their active participation.

On the occasion of Diwali festival, students decorated college class rooms on October 30, 2021. A competition was also organized by the students in which they wore traditional costumes and spoke a few words on Diwali festival.

Republic day was celebrated in our college with great zeal and patriotic fervor. The day was special as it was graced by Mrs. Volga Thakar, Chief Guest, Adv. Sanjay Thakar, General Secretary of SNGM and Yogesh Patel, President of our society. The celebration began with welcome of guest with march past by NCC cadets followed by unfurling of the tri color by Mrs. Volga Thakar, followed by singing of the National Anthem.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best practice 1.

Student centric methods

- Heavy concession infees for needystudents
- Certificate/ Add-on courses for quality improvement
- Online teachig

Due to the COVID pandemic teachers as well as students had to acclimatize themselves to this mode of teaching and learning.

Thorough homework was done and Google Classroom G- suite was selected for use due to ease of use, and dependability. Students were taught to use Google Classroom, Google meet, Word press etc.

Not all students had mobiles or their homes were out of range. Such students gathein the homes of a nearby friends and learnt together.

Best practice no. 2

Improving teacher quality and instilling a sense of duty towards students.

- Teachers were motivated to use ICT tools, and inculcate a sense of responsibility towards students to steer through the pandemic.
- All teachers completed the syllabus, tests and examinations. They steered the students to use the online method of learning.
- Five teachers successfully completed the Faculty development Programs, and 50% cost was borne by the college.
- Some teachers and students were not computer savvy hence reluctant to use ICT tools. These were assisted, trained by other teachers and brought around psychologically to use them.

File Description	Documents
Best practices in the Institutional website	http://maniarcollege.ac.in/AQAR/7.2.1.%20Best%20practice%2021%20-%2022.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Several programs run by the State and Central government do not reach the target group. A five year plan was, therefore, made to

ensure that the needy benefit by these. Notwithstanding the fact that due to COVID guidelines, direct contact with people at large was limited, awareness was decided to be created about these programs as much as possible to enable the process of implementation. Proposed Pradhan Mantri schemes for implementation were:

1. Jan Dhan Yojana (PMJDY)
2. Ujjwala Yojana(PMUY)
3. Awas Yojana-Urban(PMAY-U)
4. Vaya Vandan Yojana(PMVVY)
5. Sukanya Samriddhi Yojana(PMSSY)
6. MUDRA Yojana(PMMY)
7. Jeevan Jyoti Beema Yojana(PMJJBY)
8. Pradhan Mantri Suraksha Beema Yojana(PMSBY)
9. Fasal Beema Yojana(PMFBY)
10. Kausal Vikas Yojana (PMKVY)
11. Surakshit Matritva Abhiyan(PMSMA)
12. Bharat Yojana
13. Standup India Loan Scheme
14. Soil Health Card Scheme

So as to reach out to a maximum number of students, teachers were asked to select any of the above yojanas and make their mentees aware of these.

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

As per Guidelines of Nagpur University, the Academic calendar was prepared and followed by our institution. It is mandatory for teachers to maintain a record of the syllabus of each course to be covered for each semester of a session. This is done by pasting the syllabus of each course allotted to them and the latter in turn keep a record of portions covered. Teachers are called upon periodically during a session to show the progress in syllabus covered. If a teacher is lagging in course coverage he/she is required to engage extra classes. Our college makes every effort in ensuring curriculum completion as far as possible. If it is noticed that a teacher would not be able to complete the syllabus due to unavoidable circumstances, another teacher is allotted to simultaneously teach the same course so that the same is completed well in time, before the university examinations.

We have a robust feedback system. Written as well as oral feedback is taken from the students and appropriate action is taken as and when such a need arises. Teacher's feedback on students is in oral form, and action is prompt and immediate. The concerned students are called and praised or reprimanded as the situation demands.

Meetings were also conducted with teachers and management to overcome the problems related to online teaching learning process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

We endeavor to adhere to the Academic Calendar as closely as

possible. In the academic year 2021-22, a variety of activities were organized by our students and staff. Yoga Day was celebrated in June, followed by admission-related processes for both undergraduate and postgraduate classes through September, along with preparation of timetables and the commencement of degree classes for Semester I. Tree Plantation' on August 7th, Independence Day on August 15th. September marked the beginning of odd semesters of all programs, with special events including Teachers' Day celebrations on September 5th, NSS Foundation Day on September 24th, and Hindi Diwas on September 14th. . A Covid vaccination program was arranged on October 26th and 27th. Following the Diwali vacations prelims examinations were held followed by odd semester university examinations in December. National Science Day was celebrated in February, Defensive Driving program in March and Ambedkar Jayanti in April. NSS activities were conducted enthusiastically throughout the year as per university directives. All university exams commenced in April through the first week of June in accordance with the directives of RTMNU. They were running late due to the pandemic situation. Class tests and prelims were held prior to Odd and Even semester examinations.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://maniarcollege.ac.in/AQAR/Academic%20Calender%202021-22.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 | B. Any 3 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

4

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

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

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

7

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

303

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

Many cross cutting issues relevant to Environment and Sustainability have been integrated into the Curriculum. "Environment Study", is a compulsory subject in Part II of all undergraduate programs. "Environment Management' is a paper included in BBA part II. Numerous programs were conducted related to issues such as professional ethics, environmental sustainability and human values. These activities help build a positive character with traits such as compassion, respect, kindness, and humility. They enable students distinguish between right and wrong and good and bad. This promotes rational thinking and unbiased judgment among students. Following are some activities conducted to cultivate the above qualities:

- **Blankets and clothes distribution to the needy people**
- **Self-defense program for girls**
- **COVID-19 Vaccination Camp**
- **Many NSS activities**

Besides the above, various committees were formed. The purpose of committees was to provide protection to the students in a professional environment. It covered the receipt and processing of complaints from students. A few are listed below viz.

1. Women Redressal and Sexual Harassment Committee

2. Grievance Committee

3. Discipline and Anti Ragging Committee

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

3

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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

166

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	http://maniarcollege.ac.in/AQAR/1.4.1%20Feedback%20of%20Stackholders%202021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows | **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://maniarcollege.ac.in/AQAR/1.4.2%20Syllabus%20Feedback%20Analysis%202021-22%20upload.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

956

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

478

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

Assessment of Learning Levels:

The assessment of learning levels is primarily done through:

- **Analysis of students' data that contains the academic history of the student (available in college MIS)**
- **Feedback of mentors**
- **Performance in assignments**
- **Involvement in practical and lab experiments**
- **Problem solving ability in class**

Strategies for Advanced Learners:

They are

- **given special care and attention**
- **given guidance to register in various online courses in MOOC, NPTEL and other online educational platforms.**
- **directed to use E-resources in INFLIBNET, N-List, DELNET and other E- platforms.**
- **given the opportunity to represent the college in National and State level intercollegiate competitions and many of them bag prizes.**

Strategies for Slow Learners

- **Slow learners are identified in each subject and special classes are arranged for them.**

- **Remedial classes are arranged based on the specific needs of students.**
- **Through the practice of peer teaching, students are taught by students themselves.**

- **The teachers take special lessons under the scheme Bridge Courses to bridge the knowledge gaps of students with lesser exposure to advanced studies.**
- **Faculties prepare and distribute self-learning material that suits the requirements of slow learners.**

File Description	Documents
Paste link for additional information	http://www.maniarcollege.ac.in/AQAR/2.2.1%20(21-22)%20advance%20and%20slow%20learner.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
956	20

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

Student centric approach was adopted by creating a hybrid learning environment. The first half of the session 21 – 22 was conducted online due to the COVID pandemic guidelines of the affiliating university while during the second half teaching learning was in person by keeping social distancing and covid-19 guidelines into consideration. During online sessions, classes were conducted through Google meets. Periodically, students' performance was analysed through Google forms and Google classroom. Students were required to submit assignments in Google classroom within the given time frame. Recorded classes were provided to the students who were unable to join the meeting. Online group discussions and quizzes were held to encourage participative learning among students.

In the offline sessions all the safety measures were implemented to ensure wellbeing of students and staff. Students were encouraged to participate actively in the debates and

problem solving activities. Few seminars were also scheduled for the betterment of the students.

Our priority was student engagement, feedback and support, irrespective of the mode of instructions. By adopting a student-centric approach, the college successfully navigated the challenges posed by the pandemic and provided students with a holistic learning experience that empowered them to thrive academically and personally.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://maniarcollege.ac.in/AQAR/QnM%202.3.1%20Student%20Centric%20methods.pdf

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

1. Teachers of the College try to make the best use of ICT in their teaching process.
2. Our campus is Wi-Fi enabled which helps the teachers and students to stay connected to the internet and learn and teach the updated information.
3. The classrooms are ICT enabled with desktops and projectors which helps in the e-learning process. Some teachers use and share e-books which are very useful for the students as they are handy and save the cost of buying the physical books..
4. The digital library helps in accessing information from any where in the world, thereby assisting in easy search and retrieval of information.
5. Our college has well equipped computer labs. The teachers take practical classes for courses like Mathematics, Commerce, Computer Science, etc.
6. Due to lockdown teaching was in online mode on Google Meet, Zoom, Microsoft Teams, etc.during the odd semester.
7. Many teachers have undergone FDPs to enable/familiarize with these online platforms. Besides using e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks,YouTube Content, etc. further adds quality to lecture delivery.
8. Reading material, short notes, and e-books are shared over different media like Google Classroom, e-Mail,

College Portal, Blogs, WhatsApp etc.

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

20

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

20

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	View File

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

5

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

108

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.

- **Faculties explained the different steps that make up the semester-long evaluation procedure. This was also posted on the WhatsApp Groups of respective classes. Due to post pandemic situation, assignment submissions, tests, attendance, practical records were given and online classes were conducted. Internal grades were determined on the basis of assignments submitted online as well as attendance.**
- **Assignments and class tests were conducted from time to time.**
- **Revision of difficult topics was undeertaken after completion of syllabus.**
- **Few sessions were arranged online for slow and advanced learners**
- **Students' difficulties were resolved through WhatsApp chats as offline classes had not commenced smoothly.**

- University question papers were made available to the students in Google classrooms.
- Preliminary examination was conducted on the basis of the entire syllabus prescribed by the university and the timetable displayed on the notice board and also circulated in WhatsApp groups.
- The pattern of university question paper was explained to the students.
- Students were well aware of the fact that teachers judge them on all the above criteria.

Students had several opportunities to improve as well as score. Thus the mechanism of internal assessment was transparent and robust in terms of frequency and mode.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.maniarcollege.ac.in/AQAR/2.5.1%20Prelim%20exams.pdf

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

We have a well laid out mechanism for internal evaluation and for related grievance redressal.

College Level-

1. Mechanism of Internal Evaluation

Unit tests, group discussions, viva, surprise tests, assignments etc. are conducted for internal evaluation. Evaluated answers are discussed in the class. The subject teacher submits one copy of the internal mark list to the head of the department.

1. Mechanism to deal with internal examination related grievance

If a student has any grievance related to internal marks allotted, this is resolved by the subject teacher in the class itself and if he /she is not satisfied, they have the liberty to approach the HOD. The finalized marks are entered in the mark sheet record. This enhances transparency. Strict

guidelines are present in our college for completing the evaluation process and displaying marks.

Students who are absent for the internal exam due to sickness/ hospitalization or any emergency situation, re-exam, home assignments, presentations or oral tests, whichever is deemed fit is conducted.

University Level-

If a student is not satisfied with the University marks, they have the option for revaluation within a week from the declaration of results through the office at the college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.maniarcollege.ac.in/AQAR/2.5.2 %20(21-22).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.

The college runs undergraduate (B.Com., B.Sc Comp. Sc., BBA, BCA, BCCA) and postgraduate programs (M.Sc. Comp. Sc.) as per the university syllabui. The Programand course outcomes are framed at the University level. Every teacher is not only aware of the syllabus and course outcomes as displayed on the RTMNU website, but they are also conveyed to the students during teaching-learning in the classroom. It is a routine practice at our institute that every teacher conveys to students about the Programme and Course outcomes, and expected graduation attributes in the very first lecture. Learners are informed about the benefits of each subject and future prospects available. Teachers focus on prescribed outcomes in classroom teaching, and also during internal assessment of students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://maniarcollege.ac.in/AQAR/2.6.1%20CO%20&%20PO%20U.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.

- **Programme and course outcomes are ascertained on the basis of results of the university examinations at the end of the even semester, number of students employed, and the number of students who proceeded to higher education. Teachers evaluated the results of each course that they taught and the subjects with least pass percentage and highest pass percentage were discussed.**
- **Modalities of improving course outcomes were also discussed by the teachers. knowledge of the Program and Course outcomeshelps the students to be clear on their future planning for higher education and jobs.**
- **In session 2021-22, three students secured merit position at the university level. Some students were placed in reputed organisations and many students choose to proceed for higher education.**
- **Our students' progression was quite good during this session. Being in the middle of the pandemic, that our students were able to sail through to the higher class during the gloomy and life threatening environment was in itself an achievement.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.maniarcollege.ac.in/AQAR/2.6.2%20(21-22)%20Programme%20Outcomes.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

356

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	http://maniarcollege.ac.in/AQAR/2.6.3.2%20Annual%20Report%202021-22.pdf

2.7 - Student Satisfaction Survey

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

http://www.maniarcollege.ac.in/AQAR/2.7.1%20%20Student%20Satisfaction%20Survey%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)

0

File Description	Documents
Any additional information	View File
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

0

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	[View File](#)
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

Due to COVID times no action was initiated for creation of an ecosystem for innovations and transfer of knowledge. Some teachers or their family members were down with COVID and all were in a survival mode.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship during the year

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

01

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	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

0

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

03

File Description	Documents
Any additional information	View File
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

We have a dedicated NSS team of teachers and students which despite the lockdown conducted many activities in the neighbourhood community, sensitizing students to social issues for their holistic development..

- Twenty trees were planted by teaching and non-teaching staff in their homes and in the vicinity.
- 'Catch the Rain' activity was conducted on 8th Aug., 21.
- Webinar on "Right eating for healthy living" was attended by NSS volunteers & NSS program officers and students.
- COVID Vaccination: Ninety individuals including students, faculty, non-teaching and a few residents from the surrounding communities were vaccinated
- Blankets and clothes were distributed to the needy
- Our NSS students participated in " Defensive driving program and "Road Safety Awareness Campaign and Accident-Free India"
- Several rallies in village Mahalgaon , (adopted village) based on
    - The Importance Of Hygiene
    - The Importance Of Water Conservation
    - "SAY NO TO PLASTIC".
    - "SAY NO TO TOBACCO".

- Street plays based on
    - Cleanliness,
    - Voting Awareness,

- o **Dowry System**
- o **Single-Use Plastics,**
- o **Good Health Practices**
- o **"Matadaan Jagrukata**
- o **Blood Donation and Covid Vaccination Drives for the villagers and volunteers.**
- o **"Self-Defense" Program for village girls**
- **Movie on 'Our Educational System Culture'**
- **Drawing Competition**

File Description	Documents
Paste link for additional information	http://www.maniarcollege.ac.in/AQAR/3.4.1 %20PDF.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	View File
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

24

File Description	Documents
Reports of the event organized	**No File Uploaded**
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

1085

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
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.

Classrooms and Computer Labs used for Teaching: 18

Computer Labs: 02

PCs for Teaching: 51

Printers: 05 (Epson 03, Laser 02)

LED: 03

Projectors: 04, (03 Wall-Mounted, 01 Mobile)

Routers: 08

UPS: 01 (12.5KVA)

The Teaching of Commerce programs Commences in the morning (8 a.m. to 1.15 pm) and Science programs in the afternoon (10 am to 4 pm).The timetable is so adjusted that the computer labs are available for all programs that require the use of computers. Fluctuations or shut down in electricity supply is taken care of by the 12.5KVA UPS so that use of computers in the labs proceeds unhindered. The wall-mounted projectors and

LCDs, as also the mobile projector take care of the ICT needs of the teachers who need these. The six routers ensure that the entire first and second floor is Wifi enabled. Regular classes are held in room no 305 up to 11 a.m. Thereafter, this room is used as a Competitive Examination Guidance Cell. Students have access to one server and 5 thin clients to fill examination forms, internet access, etc. after 11 a.m. The management actively offers assistance as and when infrastructural enhancement is required. It is liberally funded by the management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The facilities in our college for cultural and sports activities are not exclusively used for these activities for the whole year but during the Annual Social Gathering. Although not held in 21 - 22, the Annual Social Gatheringis the most eagerly awaited event of the year by the students It serves the purpose of identifying and bringing forth talent in the students. The existing infrastructure is used for the conduct of these activities. The spacious ground floor (48.8 x 10.8 = 508.35 Sq.Mt.) is usedfor the conduct of all cultural and indoor sports events. Due to the increase in student strength, thereafter, for the past two years, the main one day function of the gathering (dance, drama, mime, Fashion show, singing, etc) was arranged in the close byauditorium of VMV college, built by our management. Most of the other events are held within our own college premises. Cricket is arranged in the nearby Kachhi Oswal Cricket Play Ground (Area=10,344 Sq. Mt) and other outdoor games in the Govt. Adiwasi playground (Area= 6673 Sq. Mt.) about a hundred meters away. The very fact that all the cultural activities are conducted by the college is proof that we have adequate facilities for cultural and sports activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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 college Library is situated on the ground floor of the building and has an area of 67 sq. mt. There is a spacious hall

that provides a good environment for study for students and staff. It has a collection of 2584 books on diverse subjects and is partially automated with applications such as LIBMAN, DELNET, etc. with CLOUD-based OPAC Technology. Students can access it conveniently via the QR code or link for OPAC.

No. of Journals:

1) Indian Journal of Finance

2) Indian Journal of Management

3) Indian Journal of Computer Science

4) Science Reporter

No. of Newspapers:

1. Lokmat
2. Naubharat
3. The Hitavada
4. Employment News
5. Rojgar Naukari Sandharb

There is an advisory committee headed by an Asst. Professor. The committee recommends books for purchase. A Faculty Development program for use of MOPAC was conducted. Students are issued two books at a time. We have a book lending facility during the Examination. Books are issued to students by depositing the cost of the book and on completion of the examination, the amount is refunded to the students.

Library Timing: 09AM To 03.00 PM

Users: 1) Students: 956

2) Teachers: 20

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for | A. Any 4 or more of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

`0.28`

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

`18`

File Description	Documents
Any additional information	**No File Uploaded**
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

1. No. of Computers: At inception of the college in 2008, there were only 12 computers. In 2021 – 22 we had 61.
2. Advanced Config. Computers: Each purchase is of a higher and more advanced configuration viz. dual-core I3 and I4 processor computers, DELL INSPIRON 3268-I3 (Slim) computers, DELL INSPIRON 3250-DUAL CORE (Slim) computers, LENOVO-V520.
3. Thin Clients: The Digital classroom (205) has 5 computers and 04 Thin clients.
4. Networking:facility exists in room no 104 and room no. 105 (computer labs) by using two 24 port switches and two 8 port switches.
5. Internet: The IT Lab. has Internet access using BSNL FTTP (Fibre Optic) connection.
6. Upgradation: TheBSNL 2 MBPS Broadband connection has been upgraded to BSNL 100 MBPS fiber-optic connection.
7. Wi-Fi: Initially Wifi was only on the ground and first floor. Present.ly all the classrooms, library and office are Wifi enabled with routers.
8. Smart Classrooms: Initially we had only one mobile projector. Presently, 4 LCD TVs and 3 projectors have been added
9. Management Software: Initially we had an offline College Management System. Presently, we have 2 College Management software:
10. Cloud-based ERP Centralized Campus Management System
11. Library Management System)-LIB-Man.
12. Website: website www.maniarcollege.ac.in is hosted by MasterSoft ERP Solutions, Pvt. Ltd.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Number of Computers

61

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	**No File Uploaded**
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)

60.11

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

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

1. Housekeeping is the responsibility of four non-teaching employees who keep the premises clean.

2. There is onesecurity guard.He controls the entry and exit points of the college.

3. Our laboratory assistant maintains the computers, printers, projectors, televisions, routers, CCTV systems, sound systems, and other electronic gadgets.

5. The librarianis is efficient and looks after the library requirements.

6. Medicines and First Aid are replenished in the medical aid facility. In case of emergencies, a full-fledged hospital is just two km away.

7. The two office clerks, the scholarship clerk, an Accountant, and a peon, work in unison and cater to all the office work.

8. Thecanteen on the ground floor is outsourced.

9. Reprographic facility is outsourced and exists on the ground floor.

10. Maintenance of the CCTV surveillance system comprising 48 cameras is on call basis, when required.

12. Periodic cleaning of the solar panels of the 15 KWPA Solar On-Grid System is undertaken.

11. There is a maintenance contract for the On-Line 12.5 KVA UPS system.

The above support and maintenance mechanisms create an effective ambience for unhindered curricular, extracurricular, and administrative activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

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

386

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

527

File Description	Documents
Upload any additional information	View File
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	http://maniarcollege.ac.in/AQAR/5.1.3%20link.pdf
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

87

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

87

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**E. None of the above**

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

05

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

29

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

0

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

1

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	<u>View File</u>

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 actively involved in shouldering responsibilities of the college activities and are also represented in committees. Class representatives (CRs) are elected by the students. There is one student member of the IQAC, who disseminates the proceedings of the meetings to the CRs and the rest of the student community. Teachers Day is celebrated with enthusiasm solely as an initiative by the students. Formation of the Student's Council was not initiated by the affiliating university due to the pandemic. Involvement in the NSS is the most sought after activity by the students. Students participate enthusiastically in all programs conducted by the college in maintaining discipline, inviting guests, compering and all that is required for the smooth completion of the event. It must be admitted that due to strict COVID guidelines, not many activities were held during this session that involved student participation. They were all in a survival mode.

File Description	Documents
Paste link for additional information	**Nil**
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

1

File Description	Documents
Report of the event	[View File](#)
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

We have a registered Alumni Association but due to COVID pandemic, and mandatory guidelines issued by the Govt, there was no engagement with alumni. All were in a survival mode.

File Description	Documents
Paste link for additional information	**Nil**
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	View File

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 of the Institution

1. **To prepare for challenges**

Mission of the Institution

1. **To create awareness of the opportunities**
2. **To strive for self-actualization**
3. **To become computer literate**
4. **To inculcate value systems among students**

Due to COVID 19 pandemic we were unable to work with full potential but continued with online activities as much as possible. We could conduct regular teaching through Google Classroom in online mode, online tests and NSS activities to help them build self confidence and empathy and imprint moral values, sincerity and hard work. Students could also access teachers Google Classroom for notes, syllabi, and university question papers of previous years.Syllabi were completed on time. Offline teaching and other activites commenced during late 21 - 22 session. Every effort was made by the teachers for self actualization ofstudents

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

During most of the period teachers and students were teaching and learning from their homes due to COVID guidelines. Even so various committees were constituted resulting in

decentralization and participative management for proper and smooth functioning of the college. Every committee worked independently.

The relevant committees were:

- Time-Table :Prepared the time table .
- Anti ragging and Discipline and Sexual harassment:-

Due to lockdown thiscommitteedid not have much work.

- Admissions: ensured that the admission process was as per prescribed norms.
- NSS committee:-

Two Program Officers of two units (one hundred students per unit) conducted

activities befitting the Corona pandemic.

- Grievance Redressal:

This ensured a safe and comfortable environment for all its staff and students.

- Sports:

This committee too did not have much work due to the lockdown.

- Library:

The committee looked after the upgradation of the library resources for providing

benefits both to the faculty members as well as students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Extend support to teachers for attending conferences and workshops.

Teachers were encouraged to enhance their job skills.

Switch student from the offline to the online mode of teaching and leaning

Strategic Plan and Deployment Document

S.no

Strategic plan

Deployment

1.

Appoint qualified staff with industry experience.

Full time teacher with doctorate degree and industry experience was appointed. This was beneficial to students.

2.

To expand and improve infrastructure

Lift construction was initiated.

3.

Extend support to teachers for attending FDPS, conferences and workshops

50% financial aid was given to teachers to attend conferences, workshops, refresher and short term courses conducted by Academic Staff college

4.

Use online teaching methodology

Teachers engaged lectures via Google meet and created you tube channels.

5.

Acclimatize students to the online mode of teaching

Not only were students taught to learn in the on line mode but they were able to shift all offline procedures viz. submit assignments, give tests and access all information in the online mode with confidence and ease.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://maniarcollege.ac.in/AQAR/6.2.1%20Strategic%20plan%20Table.pdf
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.

Teachers complete teaching assignments, conductcollege and university examinations, guide the students, put forth any problems that they or students face to the Director, and also come up with solutions.

We have an efficient Librarian who meticulously maintains all records in M-OPAC software and ensures that books are purchased without delay.

There are 6 office staff. The scholarships clerk also visits the university for office related work. Senior and Juniour office clerks do office work related to students. An Accountant collects fees and maintains record of all finances. One Laboratory Assistant maintains all PCs.

Four safai kamgars maintain cleanliness of the college premises. An electrician, a carpenter and a plumber are available on call.

With all the above mechanisms in place, our college runs smoothly and efficiently.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	http://maniarcollege.ac.in/AQAR/6.2.2%20Organogram.pdf
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	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institution is keen on the professional development of it's teaching and non- teaching staff. Full support is extended by the Management for academic enrichment of the faculty members. Following efforts were made for professional development of its staff Teaching Staff

- **Teachers have applied for participating in Orientation Programs,**
- **They have applied for Copyright, Refresher and short term courses conducted by Academic staf college of UGC and are slated to undergo these courses during 2022 -23 .**
- **Financial assistance is given for participation in Seminars / Workshops / Conferences.**
- **Duty leave was sanctioned to teachers for paper presentation and participation in Seminars / Workshops /**

Conferences/ Ph.D.and university related work..

- They are encouraged to pursue doctorate degree / NET /SET. Four of them hold doctorate degrees, one has submitted the thesis, one has registered for Ph.D. and one is preparing for registration..

- As financial support to faculty members pursuing higher education, they are are permitted to use library facility, computers, printers and stationery.

Non-Teaching Staff

- Permitted to attend various training programs to update their technical knowledge.

File Description	Documents
Paste link for additional information	**Nil**
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

2

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	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

5

File Description	Documents
IQAC report summary	View File
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

A Performance Based Appraisal "self-assessment" form as per guidelines laid down by the UGC and ratified by Govt. of Maharashtra was filled up by the teaching staff. This ensured

that information on multiple activities is appropriately captured and considered and a record is maintained. Yearly feedback was taken from the students in the Google form and strict confidentiality was maintained.

The non-teaching staff are given annual increments.

Being a young and self financing institution, yearly increment in the salary is given and additional increments are based on the performance, Orientation and Refresher Courses completed by the teachers.

File Description	Documents
Paste link for additional information	Nil
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

Yes, the college has the mechanism for internal and external audits as per details given below:

Internal Audit

- All payments made by cheque are signed by two authorized signatories.
- An internal approval system for all expenses is in place.
- Accordingly, every expense voucher is approved by the Director.
- All vouchers are audited by an Internal Auditor on a routine basis.
- Prior approval of the Management is sought for expenditure involving large amounts.

External Audit

- Books of accounts are prepared as per statutory requirement.
- The ledgers are checked by the Chartered Accountant regularly as per the government policies.
- The auditor ensures that all payments are duly

authorized.

- **A single audited report is prepared for all the institutions run by Shri Nagpur Gujrati Mandal, the parent society, which includes that of our college.**
- **Donations to the college are routed through the parent society.**

The Gujrati Mandal runs many educational institutions and with it's vast experience it is well aware of the strategies to be adopted

File Description	Documents
Paste link for additional information	**Nil**
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)

NIL

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

- **Every effort is made to increase admissions since Fees and Government scholarships are a major source of income.**
- **Teachers visit nearby Junior colleges, as well as villages to advertise the courses and facilities offered by our college.**
- **Presentations are made to the XIIth class students highlighting the activities conducted by the college.**
- **Efforts are also made to motivate philanthropists to**

grant donations.

- The affiliating university provides funds for regular and camp activities of our NSS units.
- Our college is run by Shri Gujrati Mandal, a community that is famous for optimum utilization of funds.
- Apart from salary expenditure, the management encourages participation of teachers in academic excellence viz. attending seminars, workshops, Faculty Development programs etc., by bearing 50% of the expenses for these.
- Adequate funds are provided for sports and cultural activities.
- Concession is given to students who are unable to pay fees.
- External and Internal audit is carried out every year.
- Over the years we have made considerable progress viz. a CCTV system, software for library, students record, Accounting, digital attendance system for teaching and nonteaching staff, books, computers, desks benches, projectors, Televisions, lift etc., which is proof of successful strategies deployed for optimal utilization of funds.

File Description	Documents
Paste link for additional information	Nil
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

IQAC implementation of recommendations

For teachers

- Financial support was given to teachers to attend international conferences
- Teacher with industry experience was appointed
- Five teachers attended faculty development programs

For students

- Career guidance programs,
- capacity building and

- **employability skills enhancement courses (seven) were conducted for students**

File Description	Documents
Paste link for additional information	http://maniarcollege.ac.in/AQAR/IQAC%202021-22%20MOM.pdf
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

Every effort was made by the teachers to switch over from the offline to the online mode of teaching and learning due to the sudden lockdown on account of the prevailing COVID situation. Thorough homework including a webinar was conducted by the teachers where brainstorming was done and the best method for online teaching was ascertained. Students were also trained to learn in the online mode. Results of 21 – 22 were good.

IQAC recommended that students must be made job ready. Hence a teacher with industry experience was appointed. Students were happy to receive hands on training as per industry requirement. A "Career Guidance Workshop" was held by ICICI followed by a training at their Academy of skills.

The IQAC also recommended that efforts must be made to improve the quality of teachers. The latter were encouraged to undergo FDPS and financial assistance was given to teachers for this. Five teaching staff underwent a Faculty development program each. An FDP on 'Work Culture' was also organized by our college and this was attended by sixteen teaching and four non-teaching staff.

File Description	Documents
Paste link for additional information	http://maniarcollege.ac.in/AQAR/IQAC%202021-22%20MOM.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the	C. Any 2 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	http://maniarcollege.ac.in/AQAR/2.6.3.2%20Annual%20Report%202021-22.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
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

Adequate measures have been adopted for promotion of gender equity.

- **A CCTV system has been installed. There are 48 cameras in and around the college premises. This instills a sense of safety and security among college students since they are well aware that they will be caught on misbehaving.**
- **A security guard is posted at the gate to prevent entry of undesirable elements.**
- **To assist female students a Women Redressel and Sexual Harassment cell has been constituted, and thishas been displayed on the college website http://maniarcollege.ac.in/ .**
- **There is a Girl's common room in the institution.**

File Description	Documents
Annual gender sensitization action plan	http://maniarcollege.ac.in/AQAR/21-22%20%207.1.1%20Promotion%20of%20gender%20sensitivity.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	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid and liquid waste management is the subject of Nagpur Municipal Corporation. We have appropriate systems in place for disposal of solid, liquid and e-waste.

- **Solid waste management:Waste from the small bins located at various places in college is collected in a large dry waste container supplied by the Nagpur Municipal Corporation. The wet waste from the canteen is collected in a separate container meant for this purpose. A waste collection vehicle of Nagpur Municipal Corporation collects this waste twice a week.**
- **Liquid waste management: There exists a well-planned and laid out drainage system extending from toilets and washrooms of all the floors up to the manhole located outside the premises.**

- **We do not produce Biomedical waste**
- **E-waste management: An arrangement has been made for E-waste collection with Nagraj E-waste recycling. The latter is an authorized e-waste recycler registered under MPCD and membership from UCCI for handling hazardous and e-waste.**
- **Waste recycling: Newspaper, plastics and metal objects are sold to raddiwala and this is thereaftersrecycled. UPS batteries are returned to the shopkeeper who gives a discount on purchase of new batteries.**
- **We do not produce Hazardous chemicals and radioactive waste**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

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	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the 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	No File Uploaded
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 of reading material, screen reading	**A. Any 4 or all of the above**

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

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

Following initiatives were undertaken.

Tree plantation program was organized on August 7, 2021. Twenty plants viz. Yellow Jasmine, Ashok, Guava, Red Jasmine, Yellow Rose, Pomegranate, Custard Apple, Jasminum sambac and Curry leaves plants were distributed among teachers, non-teaching staff and students for plantation in their home. Some plants were planted near our college (Address: 665, Padole Nagar, Nagpur, Maharashtra 440008).

Sadbhavana Day was celebrated on August 20, 2021 to commemorate birth anniversary of former Prime Minister late Rajiv Gandhi. On this occasion, participants took the oath of Sadbhavana Day.

The Hindi Diwas was celebrated on September 14, 2021 to demonstrate student's appreciation of our national language 'Hindi'. On this occasion, online quiz competition was conducted using Google form.

To celebrate Blood Donation Day, NSS Program Officer, Ms. Nisha Vyas hosted a webinar on October 1, 2021 at 11 a.m. She made a Power Point Presentation to commemorate the occasion and mainly stressed on the necessity of blood donation.

The NSS Unit hosted a webinar on "Awareness about Food, Planet and Health" in collaboration with Vegan Outreach on October 18, 2021. Vegan Outreach is a non-profit group dedicated for ending animal cruelty and promotes the use of complete plant foods.

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	No File Uploaded

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

- To increase consciousness about national identities and symbols among students and staff, banners have been put up on the first floor.
- Code of conduct has also been displayed on college web site http://maniarcollege.ac.in/
- NSS Cell organized a two days COVID Vaccination Camp for our college under graduate students in collaboration with Arogya Vibhag, Nagpur Municipal Corporation, Nagpur, from October 26 to 27, 2021. The drive was conducted in the college premises to combat Corona and to fulfill college social obligations.
- NSS Volunteers participated and cleaned the statues of Dr. Baba Saheb Ambedkar, Dr. Rajendra Prasad and Chhatrapati Shivaji Maharaj to celebrate 75th year of Indian Independence viz. "Azadi ka Amrit Mohotsav" on December 17, 2021.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://maniarcollege.ac.in/AQAR/7.1.9.%20 values,%20rights,%20duties%20and%20respon sibilities%20of%20citizens.pdf
Any other relevant information	Nil

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

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	No File Uploaded

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

Independence Day was celebrated with great enthusiasm on August 15, 2021. The program began with flag hoisting by chief guest Adv. Sanjay Thakar, Secretary, SNGM and Shri. Sundarbhai Patel, Joint Secretary, SNGM.

Teacher's Day was celebrated on September 6, 2021. On this occasion, students showed their respect towards teachers by giving birthday greeting cards and flowers.

To celebrate Gandhi Jayanti, NSS Unit hosted an online Quiz Competition on October 2, 2021. 136 students participated in the online Quiz Competition and all received an E-Certificate for their active participation.

On the occasion of Diwali festival, students decorated college class rooms on October 30, 2021. A competition was also organized by the students in which they wore traditional costumes and spoke a few words on Diwali festival.

Republic day was celebrated in our college with great zeal and patriotic fervor. The day was special as it was graced by Mrs. Volga Thakar, Chief Guest, Adv. Sanjay Thakar, General Secretary of SNGM and Yogesh Patel, President of our society. The celebration began with welcome of guest with march past by NCC cadets followed by unfurling of the tri color by Mrs. Volga

Thakar, followed by singing of the National Anthem.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best practice 1.

Student centric methods

- Heavy concession infees for needystudents
- Certificate/ Add-on courses for quality improvement
- Online teachig

Due to the COVID pandemic teachers as well as students had to acclimatize themselves to this mode of teaching and learning.

Thorough homework was done and Google Classroom G- suite was selected for use due to ease of use, and dependability. Students were taught to use Google Classroom, Google meet, Word press etc.

Not all students had mobiles or their homes were out of range. Such students gathein the homes of a nearby friends and learnt together.

Best practice no. 2

Improving teacher quality and instilling a sense of duty towards students.

- Teachers were motivated to use ICT tools, and inculcate a sense of responsibility towards students to steer through the pandemic.
- All teachers completed the syllabus, tests and

examinations. They steered the students to use the online method of learning.

- Five teachers successfully completed the Faculty development Programs, and 50% cost was borne by the college.
- Some teachers and students were not computer savvy hence reluctant to use ICT tools. These were assisted, trained by other teachers and brought around psychologically to use them.

File Description	Documents
Best practices in the Institutional website	http://maniarcollege.ac.in/AQAR/7.2.1.%20 Best%20practice%2021%20-%2022.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Several programs run by the State and Central government do not reach the target group. A five year plan was, therefore, made to ensure that the needy benefit by these. Notwithstanding the fact that due to COVID guidelines, direct contact with people at large was limited, awareness was decided to be created about these programs as much as possible to enable the process of implementation. Proposed Pradhan Mantri schemes for implementation were:

1. Jan Dhan Yojana (PMJDY)
2. Ujjwala Yojana(PMUY)
3. Awas Yojana-Urban(PMAY-U)
4. Vaya Vandan Yojana(PMVVY)
5. Sukanya Samriddhi Yojana(PMSSY)
6. MUDRA Yojana(PMMY)
7. Jeevan Jyoti Beema Yojana(PMJJBY)
8. Pradhan Mantri Suraksha Beema Yojana(PMSBY)
9. Fasal Beema Yojana(PMFBY)
10. Kausal Vikas Yojana (PMKVY)
11. Surakshit Matritva Abhiyan(PMSMA)
12. Bharat Yojana

13. **Standup India Loan Scheme**
14. **Soil Health Card Scheme**

So as to reach out to a maximum number of students, teachers were asked to select any of the above yojanas and make their mentees aware of these.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Teachers assigned for:

- **Satisfaction survey and action on the same: Priyanka, all HoDs and the Director**
- **Improvement in college web portal Dr.Tripathi**
- **Improve transition from 1st year to second year: all teachers and Director**
- **Tracking students for one year after graduation: Mentors**
- **Counseling students for Higher education, jobs: All staff**
- **Addressing Slow and Advanced learners: All subject teachers**
- **Placement facilities: Dr.Tripathi**
- **Training program for teaching and non-teaching staff: Bhushan, Pallavi, Dr. Parkhi, Director**
- **Monitoring and evaluation of Infrastructure and it's maintenance: Atul Nistane**
- **Motivate teachers for Ph.D.: Director**
- **IQAC- 2 meetings per year: Dr.Chourasia,**
- **Improve student enrollment ratio: Program Heads**
- **Donations to college: Director, Management**
- **NSS, NCC, Red cross: Nisha Vyas**