



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1.Name of the Institution

Sudha Sureshbhai 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. **07122684776**

• Mobile no **9890412247**

• Registered e-mail **maniarcollege@gmail.com**

• Alternate e-mail **sudha@bhide.com**

• Address **Plot no B, Khasra no 103/1-2,  
Kalamna Market Road,EIA Street  
,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 **Mrs. Suhashini Chaurasia**
- Phone No. **07122684776**
- Alternate phone No. **07122684775**
- 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-links.aspx>

**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/uploaded\\_files/Academic\\_Calender\\_2022-23.pdf](http://maniarcollege.ac.in/uploaded_files/Academic_Calender_2022-23.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.55</b>	<b>2021</b>	<b>28/09/2021</b>	<b>27/09/2026</b>

**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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NA</b>	<b>NA</b>

**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** 1

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

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

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

- If yes, mention the amount

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

1. Workshops were held to groom and improve students' personality and self confidence, since our students hail from a very poor and backward background. 2. Activities were conducted to make students industry ready to bridge the gap between industry and academia. 3. Students were motivated to create awareness among people about the various Pradhan Mantri and State Government Yojanas for the needy. 4. Teachers were motivated to improve quality viz. file patents, publish papers, attend FDPs, attend and organize conferences,

**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
<p align="center"><b>Enhancing employability and entrepreneurship skills among students</b></p>	<p>Workshops were held to groom and improve students' personality and self-confidence, since our students hail from a very poor and backward community. Activities were conducted to make students industry ready in order to bridge the gap between industry and academia.</p>
<p align="center"><b>Prepare students to become Industry ready</b></p>	<p>Certificate courses were conducted throughout the year for enhancing employability and entrepreneurship skills.</p>
<p align="center"><b>Cyber security awareness</b></p>	<p>Conducted seminars for students on Cyber Security awareness. In the 'Earn while you learn' scheme of QuickHeal with whom an MoU was signed, thirty two volunteer s sensitized 33343 students of schools and colleges about Cyber Security.</p>
<p align="center"><b>Startups and small projects should be encouraged</b></p>	<p>Applications were invited by RTM Nagpur University for establishment of Incubation centre. We have applied for the same.</p>
<p align="center"><b>Live Projects for PG students</b></p>	<p>M.Sc. Comp Sc. students worked on live projects and internship in IT companies.</p>
<p align="center"><b>Training of teachers (TOT) certificate course of "Skill India, Kaushal Bharat-Kushal Bharat</b></p>	<p>Five teachers cleared the Training of Trainers (ToT) examination: Dr. Diwakar Tripathi, Dr. Vrushali Parkhi, Dr. Suhashini Chaurasia, Zohara Yasmeen, Dr. Chaitanya Pipalwa</p>
<p align="center"><b>Implementation of Mahajyoti Skill education</b></p>	<p>Two teachers 1) Dr. Vrushali Parkhi and 2) Dr. Diwakar Tripathi successfully undertook the training</p>

<p align="center"><b>Foundation committee for NEP</b></p>	<p align="center">Seminars were conducted, teachers were deputed to attend NEP courses conducted by MHRDC Academic staff college.</p>
<p align="center"><b>Pradhan Mantri and State Government Yojanas</b></p>	<p align="center">Students were motivated to create awareness among people about the various Pradhan Mantri and State Government yojanas, for the needy people in the vicinity. Initiative was taken to implement: Sukanya Samruddhi yojana, Sarva Shiksha Abhiyan, Ujwala yojana, Kaushalya Vikas yojana, Safal Bima yojana, and Awas yojana.</p>

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	17/02/2024

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Sudha Sureshbhai 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
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<b>6.Date of Establishment of IQAC</b>			01/07/2017		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
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<p>and compliance to the decisions have been uploaded on the institutional website?</p>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<p>No File Uploaded</p>	
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<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
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<p>Plan of Action</p>	<p>Achievements/Outcomes</p>	
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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• Name of the statutory body

Name	Date of meeting(s)
College Development Committee	17/02/2024

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-2022	24/12/2022

**15. Multidisciplinary / interdisciplinary**

Our Institution offers a diverse range of academic programs, including Commerce, Management and Computer Science.

**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 information and know-how in numerous areas of commerce, such as accounting, finance, taxation, marketing, economics, and enterprise management.

**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.

**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 program aims to cultivate expertise in key areas of the field, such as software engineering, system development, natural computation, mathematical foundations, and artificial intelligence.

#### **16.Academic bank of credits (ABC):**

In alignment with the National Education Policy 2020, our college has proactively introduced the concept of the Academic Bank of Credits (ABC). The ABC system enables students to enhance their academic mobility by pursuing courses across various Higher Education Institutions within the country. It offers a seamless "credit transfer" mechanism, allowing students to progress from one program to another, ultimately leading to the attainment of degrees, diplomas, PG-diplomas, and more.

While it is worth noting that the implementation of the National Education Policy has not been officially initiated by Nagpur University for undergraduate programs in the academic session 2022-2023, our college has taken the initiative to motivate students to embrace this concept. Students have been educated about the significance of acquiring their ABC IDs and the process of acquiring this in the affiliating university. As a result, during the 2022-2023, 670 students have been enrolled in the Academic Bank of Credit.

#### **17.Skill development:**

Our college motto is the holistic development of the students. In pursuit of this goal, the following skill development certificate courses were conducted:

1. Spoken English Certificate Courses: Two Spoken English Certificate Courses offered by the college, has led to improved communication skills, increased self-confidence, and increased employability.
2. Tally: This course equips students with essential accounting skills, streamlines financial management, ensures compliance with tax regulations, and offers efficiency and accuracy in financial operations. It equips students by enhancing their career prospects.
3. Language Lab: This was established in our college to

improve listening and communication skills of the students.

4. Career Katta Scheme of Government of Maharashtra has been initiated jointly by the Maharashtra Information Technology Support Centre (MITSC) and Maharashtra State Higher and Technical Department. It's motto is to provide value-added skilled human resources. To develop entrepreneurial skills among the youth, it has started 'Udyojak Aaplya Bhetila' (Entrepreneurs meet you), and "I.A.S.. aplya bhetila" and, to train students for competitive examinations, to become bureaucrats and officers, A one-time three year fee of Rs. 365/- is charged from the students. Video lectures are free through its youtube channel. The LRC website has provided the link of the YouTube channel named Uva Jagar Abhiyan. 129 Students have registered for this program.

Apart from the above Courses, other activities undertaken to enhance skills of the students were:

1. Mahindra and Mahindra Company, hosted a 30-hour skill development training program within the college campus. Students gained a comprehensive understanding of both theory and practical applications and case studies, meticulously crafted by experienced trainers from the company.
2. Open Access to College Computer Labs: This gives students a chance to practice and refine their computer skills, ensuring that they have the resources needed to boost their digital literacy and competence.
3. Special Talks and Lectures: These help students build a strong foundation in basic software knowledge

On-Campus Events and Competitions: The college hosted various activities within the campus, including seminars, group discussions, and sports. Students participated in NSS and NCC, which contribute to their mental, physical, and social skill development.

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

Two teachers, one each from the Science and Commerce faculties have registered to attend the course on Indian Knowledge System offered by the Academic Staff college, MHRDC, Nagpur. This is in

anticipation of Indian knowledge system, being introduced as a full-fledged course from session 2024 - 2025 by the affiliating university, on implementation of NEP. Books on Indian Knowledge System have been purchased for the library. In keeping of NEP-2020's vision of teaching and learning in Indian languages, the institution recognized the significance of this approach long before it was formally articulated.

- Faculty members are free to provide the classroom delivery in trilingual mode (English, Hindi and Marathi) as students tend to understand better if taught in their mother tongue.
- In competitions such as essay writing, debate and elocution, students have the freedom to write and speak in the any of the above languages.
- Students are encouraged to participate in intercollegiate folk songs, folk dance and skit competitions which enables them to stay connected with the rich Indian culture and heritage.

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

Expected Program and Course Outcomes are explained to the students in the beginning of each semester. Every effort is put in to improve outcomes.

Nevertheless, it must be borne in mind that students from the vicinity, who seek admission in our college hail from a socially and financially poor background. Parents of most students are barely matriculates, and can scarcely understand the implications of a college education. Undeterred, our teachers do their best in polishing them. The results may not be 100% but the joy of seeing polished students, at the time of graduation, is an experience in itself. Bringing them up to a minimum acceptable level is a herculean task. The close bond between mentors and mentees goes a long way in bridging the gap between expected outcomes and inherent ingrained abilities on account of their background and upbringing.

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:**

Students are free to choose SWAYAM and MOOCs, and Infosys Springboard courses as per their choice as a source of online education.

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>262</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1115</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>608</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>279</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>21</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	46
Number of sanctioned posts during the year	

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

**4. Institution**

4.1	18
Total number of Classrooms and Seminar halls	
4.2	59.46
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	72
Total number of computers on campus for academic purposes	

**Part B**

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

Implementing the curriculum: We have created a methodical and efficient way to ensure syllabus completion. Teachers are required to keep a record of the portions of the syllabus that have been covered. This is accomplished by pasting the syllabus of each course that has been assigned to them in a notebook, and they in turn maintain track of the portions covered. They are asked to show their progress in covering the syllabus in each session and conduct additional classes if they are found to be lagging. Every effort is made to ensure that the syllabus is completed to the best of their ability. In case of unforeseen circumstances, another teacher is assigned to teach the same course concurrently to ensure that it is completed successfully. Prelim's exams are conducted by the college to both assess students' readiness and familiarize them with university procedures. Students receive homework assignments. Some programs require final-year students to conduct seminars. This imparts greater confidence in the students and allows teachers to evaluate the extent of preparedness of the students. An assessment is conducted after each of the numerous

certificate courses to determine how well the students have understood the contents.

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

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

- The University, as well as the college academic calendar is displayed on our college website. Activities are scheduled for each month and shown on the calendar.
- The college academic calendar is followed to the greatest extent possible extent. Extracurricular events, national holidays, and anniversaries are all celebrated as far as possible. Seven day Annual Social Gathering, the most awaited event of the students is conducted as per schedule. The NSS activities are scheduled in accordance with directives that are periodically received from the Director, NSS, R.T.M. Nagpur University.
- The admissions procedure, enrollment form submission, exam form submission, and semester examination schedule are all in accordance with the university's established timeline, and is being followed consistently. All students are notified and the scholarship forms are to be filed strictly according to the schedule set by the Maharashtra government's Social Welfare Department. So far no eligible student has been deprived of a scholarship.
- Prelim's exams are conducted by the college in every semester prior to the university examinations, to both assess students' readiness and familiarize them with university procedures. Surprise tests for CIE are typically given after part of the syllabus has been completed, and if necessary. Students receive homework assignments.

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



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

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

**1.2 - Academic Flexibility**

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

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

**4**

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

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

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

**4**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

179

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

- Many cross-cutting issues are addressed in the curriculum by the affiliating university. Thus "Environment Study", is a compulsory subject in Part II of all undergraduate programs. "Environment Management" is a paper included in BBA part II. Paper on "Communication skills", teaches the importance of Life Skills and Ethics. Subjects like 'Corporate Governance' and 'Business Ethics' are also included in the university prescribed curriculum.
- Moral and ethical values were inculcated in students by conducting a webinar on awareness of Organ Donation and also due to manifold activities conducted by the college.
- Numerous programs were conducted throughout the year related to issues such as Environmental sustainability and Human Values viz.
  - Poster making activity about Covid-19
  - Sanitization of Homes
  - Covid 19-Awareness Drive with Policemen
  - Cleanliness drive
  - Independence Day Celebrations

- **Essay Competition: 'Gandhian Principles And Who Follows Them In Today's World'**
- **Vaccination Awareness Program on 'Tikakaran Utsav'**
- **National pride is instilled by displaying charts on national and state symbols. Besides, there are various committees which address the above issues. A few are listed below viz.**

**1. Women Redressal and Sexual harassment Committee.**

**2. Discipline and Anti- Ragging Committee.**

**3. Grievance Committee.**

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

**3**

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<b>No File Uploaded</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

<b>126</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="http://maniarcollege.ac.in/AOAR/1.4.1%20%20upload%20%20with%20employer.pdf">http://maniarcollege.ac.in/AOAR/1.4.1%20%20upload%20%20with%20employer.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://maniarcollege.ac.in/AOAR/1.4.2%20upload%20with%20employer.pdf">http://maniarcollege.ac.in/AOAR/1.4.2%20upload%20with%20employer.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

1115

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

913

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

## 2.2 - Catering to Student Diversity

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

Teachers who taught a class of students were chosen as their mentors. Further, because each class of students is taught by many lecturers, there is often a discussion involving the same pupils among them. Teachers make concerted efforts to provide advanced students with specialized coaching in order to raise their standards.

The Slow Learners receive special attention too. They attend special programs that the lecturers put on.

A strong link is naturally formed between students and teachers.

Slow learners are identified on the basis of absenteeism and marks scored in class tests. Remedial classes are arranged and challenging topics are explained. Extra assignments and group discussions are held to ensure that the students have understood the subject well.

Advanced learners are made aware of the National Digital Library, the SWAYAM courses as well as DELNET and MOOCs. Advanced learners

make presentations in class. They enjoy this most. To nurture them, advanced books are bought for the library. As a consequence, some students are rank holders in the university examinations.

There is a close bond of affection between the teachers and the pupils.

File Description	Documents
Paste link for additional information	<a href="http://maniarcollege.ac.in/AQAR/2.2.1_compressed.pdf">http://maniarcollege.ac.in/AQAR/2.2.1_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1115	21

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

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Every conceivable effort and resources are, directed towards 'imparting to the students, what they need most'. Mentees are assigned to mentors so that a one-to-one rapport is established between the two. It is heartening to notice that the students confide with the mentors for not only academic but also personal problems. Additionally, every teacher identifies Slow and Advanced learners in the subject that he teaches. Both these groups of students are dealt with separately. Further, it is ensured that the syllabi are completed on-time. If it is foreseen that a teacher would be unable to complete the syllabus on time, another teacher is simultaneously assigned for this purpose.

Class tests and prelims on the pattern of the university question papers prior to the university examinations are the rule. Assessment of students assists teachers in identifying the poorly followed topics. These are repeated in class. Industry visits are organized to expose students to real-world problems.

Inputs from the IQAC have thrown insights on what we need to do for the students. Certificate courses, encompassing industry-relevant subjects, enhance students' career prospects.

As a heartwarming consequence of these strategies, a strong bond of affection and camaraderie has developed between teachers and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://maniarcollege.ac.in/AQAR/2.3.1%20proofs%20(1)_compressed%20(1).pdf">http://maniarcollege.ac.in/AQAR/2.3.1%20proofs%20(1)_compressed%20(1).pdf</a>

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

1. All teachers employ ICT enabled teaching methods, meticulously crafting computer-assisted materials to ensure students' active engagement. They utilise animated and simulated videos, along with various ICT tools, to create lasting and impactful learning experience. 2. College classrooms are equipped with both mounted LCD projectors and user-friendly smart TVs, all seamlessly connected to high-speed Wi-Fi. This facilitates students' access to e-content on DELNET throughout the college premises. Instructors prepare and create course-related materials, guaranteeing ready availability for students. 3. The college consistently fosters undergraduate projects, integrated into many courses. These projects instil skills such as teamwork, data analysis, and making presentations, all integrated with the latest ICT tools. 4. Written tests and assignments are administered through platforms like Google Classroom, providing students with a convenient and efficient way to demonstrate their understanding of the subject matter. 5. Active student participation in seminars and group presentations continues to be a key focus, further enhanced by the utilization of ICT tools to facilitate collaborative learning experiences. 6. The adaptability of faculty members is evident as they actively conduct online classes. This approach ensures flexibility and accessibility in education, aligning with the evolving needs of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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**

21

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

**2.4 - Teacher Profile and Quality**

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

9



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

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

**2.4.3.1 - Total experience of full-time teachers**

100

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

- At the beginning of the session, faculty members inform students about the various components of the assessment process. The affiliating university also displays it on the website. Internal marks are based on assignment submissions, class tests, practical records, attendance, PowerPoint presentation in some programs and oral examination in some subjects as well as the results of Prelims.
- Students are given assignment topics.
- Class tests are given from time to time.
- It was observed that a large number of students were often absent when the date of class test was announced. Therefore, surprise tests are taken.
- The preliminary examination is conducted on the basis of the entire syllabus prescribed by the university and the timetable is displayed on the notice board and also circulated in WhatsApp groups.
- Group discussions are also conducted.

- The results of Prelims are displayed on the notice board.
- Some teachers ask students to prepare PowerPoint presentations. If their presentation is not satisfactory, they are given a second chance.
- Some teachers conduct, oral examination.

In short, students are given ample opportunity to improve. From all the above methods, it is clear that the mechanism of internal assessment is transparent and robust in terms of frequency and mode.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://maniarcollege.ac.in/AOAR/2.5.1%20FINANCIAL compressed.pdf">http://maniarcollege.ac.in/AOAR/2.5.1%20FINANCIAL compressed.pdf</a>

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

Complete transparency is maintained in internal examination related grievances.

Depending on the topic they teach, different teachers approach the problem differently.

- Students do approach their lecturers and inquire as to why their scores are so low in college exams. This is more of an attempt to get better grades in university exams.
- Some teachers place a high significance on the answer sheets that pupils display. They are valued in two to three days. As a result, valuation has a deadline.
- Usually, answer sheets are reviewed in class, and students' typical errors are called out.
- For students' satisfaction, the answers to questions are discussed in the classroom.
- In addition to explaining the advantages of neat and legible handwriting, students' are informed that, answers must include tables, diagrams, and bullets to make it easier for the examiner to evaluate them.
- Best answer papers are circulated in the class.
- Individual counseling is done to clarify how students should study for university exams in order to achieve higher grades.
- Our teaching staff has taken the aforementioned steps to

ensure that students have no complaints regarding internal exams .

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://maniarcollege.ac.in/AQAR/2.5.2%20pdf%20upload.pdf">http://maniarcollege.ac.in/AQAR/2.5.2%20pdf%20upload.pdf</a>

## 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.

Our institution has faith in excellence and quality in education. To enhance the quality of education Program Outcomes (POs), and Course Outcomes (COs) are evaluated and communicated to the teachers and students. CO of every course designed by the RTMNU University ensures a detailed and systematic understanding of the course. These help students to apply their knowledge and achieve the desired goals.

Display of course outcomes enables students viewing the website to decide upon the programs they may undertake, and those pursuing specific programs are made aware of the expected program and course outcomes. Teachers help the students to implement corrective measures by explaining the reasons of poor outcomes as and when required. On viewing the details of number of students who progressed to Higher Education, as also the number of students who secured jobs, aids students to communicate with those who have achieved their targets and prepare and action plan to materialize their own goals.

Program and Course outcomes have been displayed on the college website and students are informed about the same since it helps student to make realistic decisions.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional information	<a href="http://maniarcollege.ac.in/AQAR/2.6.1%20upload.pdf">http://maniarcollege.ac.in/AQAR/2.6.1%20upload.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Analysis of attainment of Program and Course outcome validates the significance and practicability of the program and course. Attainment of students is regularly evaluated by the college through a number of measurable pointers like student results, progression and placements. Results of each department are analyzed, at both college and University level, for every semester. Learning outcomes of students are also regularly evaluated through internal assessment, assignments, classroom performance and participation in discussion.

The merit position of our students at the university level reflects the learning outcome of students. Two students from B.Sc. (IT) were in the merit list at the university level. Nine students were placed in reputable companies from our college. The overall pass percentage has been commendable. Our students are preparing for various competitive exams for which college provide them assistance through guest lectures, workshops etc. The progression of students for higher studies and placements in companies illustrates the attainment of course and program outcome by the students. Various co-curricular and extra-curricular programs are conducted by the college throughout the year to develop their personality and employability skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://maniarcollege.ac.in/AQAR/2.6.2.pdf">http://maniarcollege.ac.in/AQAR/2.6.2.pdf</a>

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

129

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://maniarcollege.ac.in/AQAR/2.6.3.2_compressed.pdf">http://maniarcollege.ac.in/AQAR/2.6.3.2_compressed.pdf</a>

**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://maniarcollege.ac.in/AQAR/Student%20Satisfaction%20Survey%202.7.1.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)**

**Nil**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**Nil**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem**

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

Rashtrasant Tukadoji Maharaj Nagpur University has established the "Incubation Centre" at University Campus, Amravati Road, Nagpur, with the motive to promote Entrepreneurship amongst the students and initiate skill development programs for the betterment and appraisal of the students of Nagpur University. Proposals were invited from potential Institutions affiliated to RTM Nagpur University to establish the Innovation and Incubation Sub-Center of INCUBEIN (RTMNU Business Incubation Centre) to promote student's innovations and reach to individuals.

An Email Inviting applications to establish Innovation and Incubation Sub-Centre of IncubeinRTMNU was received on 22nd August 2022 . A detailed proposal was sent to Dr. Abhay Deshmukh, Director, IncubeinFoundation,RTMNUIncubation Centre, UniversityCampus, Nagpur, on 8th September 2022 with all the requisite documents required to grant approval to start incubation sub centre for the benefit of our college students. The outcome of

**the proposal is awaited.**

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

**2**

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

**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**

**Nil**

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)	<a href="#">View File</a>
Any additional information	No File Uploaded

**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**

5

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

**3.3.3 - 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**

11

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

**3.4 - Extension Activities**

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

Students are not only sensitized to social issues, but they happily and eagerly participate in these activities. Regular extension activities in the neighbourhood include awareness on environment protection, water conservation, Swatch Bharat Abhiyan, tree plantation, AIDS awareness, sickle cell screening, health check-up camp, blood donation camp, and Covid vaccination camp to mention only a few among the innumerable activities undertaken.

Participation in the seven day NSS camp in a nearby adopted village is a much sought after event. Students vie with each other to be included in the team since only 50 students are enrolled. Volunteers brim with excitement and enthusiasm and educate the villagers on many social issues. Cleanliness, tree plantation, water conservation, social interaction, eradication of superstitions, Beti Bachao Beti Padhao, environmental awareness, women empowerment, national integrity, farmer's meet, and awareness about farmer suicides, are some activities that were



undertaken.

Simultaneously, the NCC unit focuses on instilling leadership qualities, patriotism, discipline, character building, and the ethos of selfless service among students.

These activities collectively contribute to a positive impact on students, fostering community relationships, enhancing leadership skills, boosting self-confidence, while promoting awareness among the student body.

File Description	Documents
Paste link for additional information	<a href="http://maniarcollege.ac.in/AQAR/3.4.1.pdf">http://maniarcollege.ac.in/AQAR/3.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

21

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

**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**

**1817**

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

**3.5 - 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**

**15**

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**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**

2

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

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

- • Classrooms and Computer Labs used for teaching: 18
- • Computer labs: 02
- • PCs for Teaching & Learning : 78
- • Printers: 09
- • LED: 03
- • Projectors: 04, (03 Wall-mounted, 01 Mobile)
- • Routers: 13
- • UPS: 01 (12.5KVA)
- • 24-Port Switches-03
- • 08- Port Switches-04

The teaching of Commerce programs commences in the morning (8: 15 a.m. to 1.45 pm) and Science programs in the afternoon (11 am to 4:30 pm). The time table 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 LEDs, as also the mobile projector take care of the ICT needs of the teachers. The management and the college authorities are committed to the provision of adequate and modern infrastructure for teaching and learning. The 13 routers ensure that the entire first, second, third and fourth floor is Wifi enabled. The creation and

enhancement of infrastructure facilities in the institution is a continuous process. The management actively offers assistance as and when infrastructural enhancement is required.

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

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

The facilities in our college for cultural and sports activities are not exclusively used for the whole year for these, but only during the Annual Social Gathering. In fact, the plethora of cultural and sports activities are the most eagerly awaited event of the year by the students. It serves the purpose of identifying and bringing forth students' talent. Due to the increase in student strength, for the past four years, the main one day function was arranged in the close by auditorium of VMV college which is also run by our own Management. Most of the other events were held within our own college premises.

Annual Gathering "PRAYAS" was celebrated during 24th Jan. - 29th Jan. 2023. A host of cultural events such as singing, dance, drama, mehendi, rangoli, treasure hunt, salad decoration, and fashion shows were organized. Several sports and competitive events were also a part of the Annual Social Gathering "PRAYAS". We do not have a gymnasium facility. All the Indoor and Outdoor sports activities were carried out in the premises of College and the Suryanagar Corporation ground half a kilometer away.

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

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

18

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

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

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

15.50

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

**4.2 - Library as a Learning Resource**

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

The college Library is situated on the ground floor of the building and has an area of 67 sq. mt. During the period 2022-23, there was a collection of 2854 books on diverse subjects in the library. It is partially automated with LIB-MAN software and DELNET. LIB-MAN is a highly integrated, user-friendly and compatible system and is completely computerised. Students can access the library through QR code or link for OPAC. The librarian visits every classroom in the beginning of the year and explains the use of the CLOUD-based OPAC ("Open Public Access Catalogue"). Online Bibliography of the library is available for the students. It is used for digitally managing the library data or information in a systematic way. Students as well as the librarian can access the library through their mobile phones for searching books,

journals, as also issue and return these, on the basis of name of book, title, author's name, etc. Through DELNET (Developing Library Network) link, on accessing the New Discovery portal and logging in, books can be accessed through 'Knowledge gainer' on typing the name of the book, author name etc.

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

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

**A. Any 4 or more of the above**

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

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

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.81

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data**

**for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

48

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

1. **No. of Computers:** At the inception of the college in 2008, there were only 12 computers. In 2022 - 23 we had 94.
2. **Advanced Config. Computers:** Each time new computers are purchased, they are 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. **Networking:** networking facility exists in room no 104 and room no. 105 (computer labs) by using two 24 port switches and two 8 port switches.
4. **Internet:** The IT Lab. has Internet access using BSNL FTTP (Fibre Optic) connection.
5. **Upgradation:** The previous BSNL 2 MBPS Broadband connection has been upgraded to BSNL 300 MBPS fiber-optic connection.
6. **Wi-Fi:** Initially Wifi was only on the ground and first floor. Present.ly all the classrooms, library and office are Wifi enabled using 13 routers.
7. **Smart Classrooms:** Initially we had only one mobile projector. Presently, 4 LED TVs and 3 Projectors have been added.
8. **Management Software:** Initially we had an offline College Management System. Presently, we have 2 College Management softwares for performing all the online tasks:
9. **Cloud-based ERP CCMS (Centralized Campus Management System).**
10. **LMS (Library Management System)-Libman & DelNet.**
11. **Website:** College has a website [www.maniarcollege.ac.in](http://www.maniarcollege.ac.in) purchased from MasterSoft ERP Solutions Pvt. Ltd.
12. **A reprographic facility exists within the premises for students and Staff.**
13. **MOPAC (Cloud Based) is used by students and teachers.**
14. **High capacity JK 12.5 KVA Online UPS has been installed.**

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

#### 4.3.2 - Number of Computers

**94**

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**52.51**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>



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

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

2. There are two security guards, one each at the front and back gate. They control 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 librarian 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 who assists the office staff together cater to all the office work.

8. The canteen 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 15KWPA Solar On-Grid System is undertaken.

11. There is a three monthly maintenance of the On-Line 12.5 KVA UPS system.

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

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

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

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

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

429

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

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

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

620

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<p><b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Link to Institutional website	<a href="http://maniarcollege.ac.in/AQAR/5.1.3%20updated.pdf">http://maniarcollege.ac.in/AQAR/5.1.3%20updated.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**84**

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

**84**

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

8

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

37

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

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

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

**Nil**

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

**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	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

**Students have abundant opportunities in the decision-making process through various committees, including the Student Council, IQAC, NSS, and the Student's Grievance and Redressal Cell, where a**

student member is nominated in each of these committees.. Class representatives were elected for every class and a University representative was also elected. However, although a university representative was elected, no notification was issued by the university to submit the name of the U.R.

The IQAC representative plays a pivotal role in disseminating the proceedings of the committee to the students and also gives inputs on the students requirements and practical problems..

Students enthusiastically organize events such as Teacher's Day and Fresher's Day, and this is driven entirely by student initiative. Student representatives

- Serve as a communication link between teachers and students.
- Provide recommendations for lab, canteen, and library improvements.
- Assist in industrial trips, monitor attendance, and ensure smooth execution.
- Offer support for the institution's social gatherings, NSS events, conferences, guest lectures etc..
- Serve as mediators for student grievances.
- Their discipline, organization, and commitment have garnered praise from faculty members for their contributions.

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

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

17

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

Alumni Meet 2023 An Alumni Meet was organized on 29th April 2023. The planned objective was to interact with the alumni, and plan for future events. Thirty Six students participated in the programme. The welcome speech was given by a BCCA final year student. Director of our college Dr. Bhide, addressed the students. Alumnus of our college, Aman Pande said that students must equip and prepare themselves as per industry requirements. Alumni discussed about their beautiful college days. They also insisted and requested to have similar Alumni Meets every year. Interesting games like musical chair and rapid fire were organized. The event was enjoyable as all students shared their views and new ideas. Program concluded with snacks and refreshment.

File Description	Documents
Paste link for additional information	<a href="http://maniarcollege.ac.in/AQAR/5.4.1.pdf">http://maniarcollege.ac.in/AQAR/5.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### Vision of the Institution

To prepare for challenges with confidence and develop a competitive spirit.

#### 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

Apart from the university prescribed curriculum, invited talks, NSS, computer courses, Certificate courses, English language lab, Skill development certificate courses etc. make the students industry ready and enables them to achieve the above goals. 'Career katta, a novel initiative of Govt. of Maharashtra, has been introduced. With this initiative, enrolled students are trained for competitive examinations or to become entrepreneurs, as per their choice. In addition, books are available in the library to prepare for various competitive examinations. Students have access to MOPAC and the National Digital Library. The annual social gathering is an eagerly awaited event for show casing their talent. Sports and cultural activities help in self-actualization.

The above initiatives help students to develop skills that augment their self-confidence and enhance their employability. There is a good bond between teachers and students through mentoring. Students like our college not only because of the discipline within the campus but also because of the completion of syllabi on time

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



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

Various committees are constituted to ensure efficient and participative management viz.

1. Antiragging and Discipline
2. Sexual harassment
3. Library
4. Cleanliness
5. Admissions
6. Time-Table
7. National Service
8. College Development
9. Grievance and Redressal Cell
10. Sports Committee
11. Annual Social Gathering

A case study showing decentralization and participative management. The last-mentioned event viz., Annual Social Gathering, is the most awaited and exciting event of the students. Several committees and sub committees were formed. There was active participation of teachers, non-teaching staff as well as students. Teachers were assigned various duties viz, shortlisting and screening of dance, drama, singing entries. Conduct of indoor and outdoor games viz., chess, carrom, badminton, cricket, kho kho, debugging, rangoli, mehendi, flower arrangement, Fete. All the competitions were conducted very smoothly and efficiently, and the winners were decided, and prizes distributed.

Non-teaching staff was required to make arrangements for refreshments and assist in stage arrangements. Some assisted in arrangements for the main function, mike system, chairs, bouquets, etc. Class representatives, maintained discipline, and assisted the teachers wholeheartedly in every activity. In fact the whole college was agog with all activities, and the atmosphere was filled with enthusiasm.

File Description	Documents
Paste link for additional information	<a href="http://maniarcollege.ac.in/AQAR/5.3.3%20Number%20of%20sports%20and%20cultural%20events%20competitions%20during%20the%20year.pdf">http://maniarcollege.ac.in/AQAR/5.3.3%20Number%20of%20sports%20and%20cultural%20events%20competitions%20during%20the%20year.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

#### Strategic/ perspective plan

After discussion and planning, the Institution's strategic goals were delineated viz..

- encourage teachers to enhance their job skills
- extend support for academic excellence
- organize conferences/ workshops at the international level
- sign MoU's with different colleges / organizations.
- Ensure quality intake of faculty.

Implementation of Strategic/ perspective plan:

#### Extend support to academic excellence

- International conferences/ workshops have been successfully hosted by the college.
- quality intake of faculty has been ensured through the recruitment of faculty with doctoral degrees and research and industry experience.
- teachers were granted duty leave as and when required for completion of Ph.D. work.
- 50% of registration fees for FDPS, conferencea, workshops, expenses for paper publication and for copyright and patent filing were shared by the institution.

The result was that teachers

- filed four patents
- one copyright
- two were awarded the doctorate degree.
- papers were published in UGC listed/ Scopus journals

- nine papers were published in national conferences
- seven papers were published in international conferences.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://maniarcollege.ac.in/AQAR/6.2.1%20Plan%20of%20Action.pdf">http://maniarcollege.ac.in/AQAR/6.2.1%20Plan%20of%20Action.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Coordinated efforts of our Management, College Development Committee, Director, Principal, teaching and non-teaching staff, and students lead to successful administration of the college .

- The Director executes most of the day-to-day administrative work. Advice of the Management is sought as and when required.
- The Officiating Principal, oversees all documents to be sent to the university, allocation of subjects to teachers, timetable etc.
- Teachers complete teaching assignments, and conduct all activities enthusiastically,
- The Librarian meticulously maintains all records in the LIBMAN and OPAC software.
- There are 6 office staff. The Scholarships clerk also visits the university for office related work.
- Senior and Junior office clerks, maintain students' records, submit enrolment forms and examination and documents to the university, issue I- cards, Bonafide certificates, Leavingcertificates.
- The Accountant collects fees, makes payments and maintains record of all finances. A qualified Chartered Accountant visits the college periodically and ensures correct maintenance of Accounts.
- Laboratory Assistant maintains all PCs and electronic equipment.

- Two guards are posted at the two gates.
- 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	<a href="http://maniarcollege.ac.in/AQAR/Done%206.2.2%20(O1M)%20organogram%20chart.pdf">http://maniarcollege.ac.in/AQAR/Done%206.2.2%20(O1M)%20organogram%20chart.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

B. Any 3 of the above

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

**6.3 - Faculty Empowerment Strategies**

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

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

### Teaching Staff

- Teachers have applied for participating in Orientation Programs, Refresher and short term courses conducted by Academic staff college of MHRDC, and are slated to undergo these courses during 2022 -23 / 23 - 24 as and when the Academic Staff college schedules these .
- Financial assistance is given for participation in Seminars / Workshops / Conferences.
- Duty leave is sanctioned for paper presentation and participation in Seminars / Workshops / Conferences.
- Teachers 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.
- Duty leave is sanctioned to teachers for research and university related work,
- teachers are permitted to use computers, printers and stationery for pursuing research.

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

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

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

15

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

3

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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

5

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

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

Ours is a self finance institution. Feedback is taken on Google forms, analyzed and action taken. Those whose performance is not up to the mark are asked to improve and if there is no improvement their services are terminated. Yearly feedback on teachers from the students is also taken.

A Performance Appraisal "self-assessment" form (PBAS) as per guidelines laid down by the UGC and ratified by Govt. of Maharashtra was filled up by the teaching and non-teaching staff for 22 - 23. This ensures that information on multiple activities is appropriately captured and a record is maintained.

The non-teaching staff are given annual increments. Being a young and self-financing institution, yearly increments in the salary are given and additional increments are based on their performance.

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

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

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

4.5



File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

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

## 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, opined that students should be trained in**

1. **Cyber Security:** Since a fraud occurred every minute in our country and hence there was a necessity of skilled Cyber Security persons in the IT field as well as
2. Increasing "Employability Skills" of the students.
3. Programs were organized to address this.

**A.Cyber security1.**

1. Mr. Thakur of Cyber Security Cell, Kalamna Police station gave guidelines for safe and secure digital payment by using wallets, and explained privacy policies to make handling social media more secure. He explained the procedures for police assistance in case of any cyber-attack and unauthorised transactions.
2. In the QUICK Heal Foundation conclave, since 32 of our volunteers had sensitized 33000 students of schools and colleges in Nagpur on Cyber Security awareness under the 'Earn while you Learn' scheme, our college was awarded the "Best Process Compliance Trophy" and two of our students were awarded the "Best volunteers" award and certificates.

**B.Employability Skills.**

1. A 40 hour ' Employability Skills ' course was conducted for girl students of our college by Mahindra and Mahindra.
2. Barkleys LifeSkills Program trained the students in corporate grooming and etiquette, time and stress management, coping with conflict at work place etc.

File Description	Documents
Paste link for additional information	<a href="http://maniarcollege.ac.in/AQAR/IQAC%20MOM%2022-23.pdf">http://maniarcollege.ac.in/AQAR/IQAC%20MOM%2022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**IQAC proposed that**

1. Degrees alone did not land the students with jobs or make them entrepreneurs and that there was a need to improve their employability potential. Requisite action was therefore taken viz.

a. Computer Science students informed that irrespective of the university syllabi, they should be taught in a manner that would be useful for securing jobs in industries. Accordingly, a teacher with industry experience was

appointed. The students benefited from this.

b. An incubation center was proposed

c. Students were trained to face interviews, write resumes, fear drilling, confidence building, corporate grooming etiquette, how to be a likeable job candidate, communication skills, etc.

2. Staff meeting be held to review the reasons for poor course outcomes in some subjects. Discrete Mathematics structure, Financial and Management Accounting and Economics were identified as the killer subjects.

a. Causes were identified

b. viz. absenteeism, resulting in lack of continuity. It was proposed that parents be informed.

c. Inability to express in English. It was decided that students be explained in dual language mode and also be permitted to write in Hindi or Marathi.

File Description	Documents
Paste link for additional information	<a href="http://maniarcollege.ac.in/AQAR/IOAC%20MOM%2022-23.pdf">http://maniarcollege.ac.in/AQAR/IOAC%20MOM%2022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>C. Any 2 of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://maniarcollege.ac.in/AQAR/Maniar%20College%20Annual%20Report%202022-23.pdf">http://maniarcollege.ac.in/AQAR/Maniar%20College%20Annual%20Report%202022-23.pdf</a>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Adequate measures have been adopted for promotion of gender equity during the year.**

- **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.**
- **Security guards are posted at both the front and back gate of the college to prevent entry of undesirable elements.**

- To assist female students a Women Redressal and Sexual Harassment cell has been constituted and member names have been prominently displayed on the college web site.
- Counseling of the students is done as and when required.
- There is a Girl's common room in the institution.
- International Women's day was organized on 8th March 2022. Three speakers were invited on this occasion - Shital Dhopte, Interior Designer and Architect, Devika Bajaj, Founder Daivik Moringa and Pawan Anasane, Executive, Yash Services. Shital Dhopte motivated the students to become entrepreneurs. Devika Bajaj shared her journey of production of Moringa products. Pawan Anasane elaborated on his work in an organization on patient care.
- Sanitary napkin vending machine and incinerator for their disposal have been installed in the girl's toilet on the first floor.

File Description	Documents
Annual gender sensitization action plan	<a href="http://maniarcollege.ac.in/AQAR/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf">http://maniarcollege.ac.in/AQAR/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>
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	<a href="http://maniarcollege.ac.in/AQAR/7.1.1.%20Promotion%20gender%20sensitivity.pdf">http://maniarcollege.ac.in/AQAR/7.1.1.%20Promotion%20gender%20sensitivity.pdf</a>

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

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

Hazardous chemicals and radioactive waste management

**Solid waste management:** Dry waste is collected in small waste bins placed on each floor. The contents of all these bins are collected in a large dry waste container supplied by the Nagpur Municipal Corporation. A waste collection vehicle of the Corporation collects this waste twice a week. Thermocol disposal is carried out in college premises by reducing the volume after dipping in acetone. Biodegradable waste viz. dry leaves are collected and vermicompost is made out of it.

**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. In case there is a choke-up of the drains the municipal corporation team is called upon and the problem is attended to.

We do not produce Biomedical waste

**E-waste management:** An arrangement has been made for E-waste collection with Nagraj E-waste recycling, an authorized e-waste recycler registered under MPCD and membership from UCCI for handling hazardous and e-waste.

**Waste recycling:** Newspaper, plastics, metal objects, cardboard are sold to raddiwala (scrap

purchaser) and this is then recycled.

We do not produce Hazardous chemicals and radioactive waste.

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

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

**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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>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</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- 'Har Ghar Tiranga' is a campaign of the Government of India under the aegis of Azadi Ka Amrit Mahotsav to encourage people to bring the Tiranga home and to hoist it to mark the 75th year of India's independence. NSS unit of our college distributed 100 flags to our students to put up the flags in



their homes.

- Miss Shefali Shahu, B.Sc. IT part II and Ankit Sahu, of B.Com part II, who are yoga instructors also explained to the students about the importance and benefits of Yoga.
- NSS volunteers presented a street play on "Child Labor" in front of the Sarpanch and villagers, during the camp at Mahalgaon, Nagpur. Through this act, villagers were made to realize that child labor deprives them of their childhood. They also learnt about law preventing child labor.
- NSS volunteers performed Yoga and Surya Namaskar with the village children of Mahalgaon. One of the volunteers Ankit Sahu, a yoga instructor explained to the volunteers and children the importance and benefits of Yoga, the ancient Vedic practice of our country that helps in keeping a balance between mind, body, and soul, thereby developing a complete and composed human being.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Moral responsibilities and duties mentioned in the constitution are:**

- we must respect the National Flag and National Anthem,
- obey the laws of our country, protect the power, unity, and integrity of the country,
- safeguard public property,
- pay our taxes with honesty promptly,
- protect and preserve cultural heritage sites, protect,
- preserve and improve the natural environment,
- guard the country and maintain the spirit of a common brotherhood,
- respect, value and follow all the noble ideals used in the national struggle for freedom, etc.

The inclusion of such commitments to the Constitution is important for the progress, peace, and prosperity of the country. Various activities were organized to incorporate values, rights, duties,

and other responsibilities of citizens.

Some of the programs organized by our institute were:

1. Constitution Day or 'Samvidhan Divas', also known as National Law Day, is celebrated on 26 November to commemorate the adoption of the Constitution of India.
2. Banners displaying National Identities and Symbols have been displayed in the Institute premises to create awareness among students and staff.
3. Health checkup camps were organized in slums by our students.
4. Teachers and students visit slums to spread awareness about cleanliness and hygiene.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://maniarcollege.ac.in/AQAR/7.1.9.%20Activities.pdf">http://maniarcollege.ac.in/AQAR/7.1.9.%20Activities.pdf</a>
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	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Several programs were organized to commemorate national and international events and festivals. "Let Us Sing the National Anthem" an initiative by Prime Minister Narendra Modi, to commemorate the 75th year of Independence was organized. Our students and teachers gathered on the ground floor and sang the National Anthem with great enthusiasm.

Sadbhavana Day was celebrated on August 20,2022 to commemorate the birth anniversary of former Prime Minister late Rajiv Gandhi. The NSS Programme Officer Mrs Nisha Vyas requested the students' to live in peace, affection and communal harmony.

Ganesh Chaturthi was celebrated by an "Eco-friendly Ganesh Idol making" competition. 75 students participated. Messages for reducing water pollution and to maintain eco-balance through their imaginative portrayal of Lord Ganesh.

The Constitution of India adopted and gave the status of the 'Official Language to Hindi on 14 September 1949. Students prepared a presentation to highlight the significance of Hindi.

Sardar Vallabhbhai Patel's birth anniversary was celebrated on 31st October Day in the college premises as "National Unity Day" to carry the message of "Unity in Diversity"

Constitution Day (National Law Day), also known as Samvidhan Divas, was celebrated on 26th November in the college premises. The preamble of the constitution was read.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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 no. 1

Enhancement of Employability and Entrepreneurship Skills of Students to enable them to face interviews as well as the world in a confident manner and become entrepreneurs.

Several activities were undertaken viz..

- Communication skills and professional competency via Spoken English and Talk in English certificate courses
- Capacity building and skills enhancement
- Training on employability Skills. and Career counselling
- Students have enrolled in the Career katta scheme of Govt. of Maharashtra

### Outcome

- It was a joy to see students speaking with confidence.
- Two girls were selected by banks immediately after the above programs.

### Best practice no. 2

Enhancement of Teacher Quality to

- develop research and innovation aptitude
- cope with the New Education Policy

### The Practice

50% of fees were borne by the college for

- participation in national and international conferences/ seminars / workshops/ FDPs
- publishing research papers
- participate in Refresher, Orientation, and Short term courses of MHRD and other

organizations.

- file patents and copyrights
- organize conferences
- attend training programs to familiarize with NEP

Outcome

Our teachers

- Published Research papers: sixteen
- Patents: four
- Copyright: one
- FDP: sixteen
- Workshops: seventeen
- Webinars: two
- Student Chapter Advisors: five
- Conference session speakers: three
- Conducted workshop: one
- Guest lectures: one
- International conference hosted: one

File Description	Documents
Best practices in the Institutional website	<a href="http://maniarcollege.ac.in/AQAR/7.2.1%20Best%20Practices%2026_2_24%20first%20link.pdf">http://maniarcollege.ac.in/AQAR/7.2.1%20Best%20Practices%2026_2_24%20first%20link.pdf</a>
Any other relevant information	<a href="http://maniarcollege.ac.in/AQAR/7.2.1%20Proofs%20Best%20practices%20Final.pdf">http://maniarcollege.ac.in/AQAR/7.2.1%20Proofs%20Best%20practices%20Final.pdf</a>

### 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. Twelve schemes, most of them Pradhan

Mantri yojanas, and a few State Government schemes were selected for implementation. Actual beneficiaries were identified wherever feasible. This exercise was executed for all yojanas, and it was planned to work in a manner such that actual benefit would be accrued to people in the forthcoming years. A five years plan has, therefore, been made to ensure that the needy benefit by these.

During the first year, awareness was decided to be created about these programs and also gather information on real time implementation of the schemes. While working on identifying the schemes, it was noticed that it was very difficult to extract information from granting agencies especially private organizations viz. schools and hospitals. Information was collected on eligibility criteria, beneficiaries, procedure with screen shots to avail benefits from these, documents required, links for online application and forms for schemes that are required for offline applications, including the nodal agency where applications are required to be submitted for every selected scheme. The outcome was that a real time step by step user friendly procedure was delineated for every scheme.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Teachers assigned for:

- Satisfaction survey: Priyanka
- Fully interactive web portal Dr.Tripathi
- Improve transition from 1st year to second year: Dr. Parkhi, Santosh, Nisha, Deepali, Dr.Pipalwa
- 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, Program Heads, Dr.Bhide
- Monitoring and evaluation of Infrastructure and it's maintenance: Atul
- Motivate teachers for Ph.D.: Dr.Bhide
- IQAC- 3 meetings per year: Dr.Chourasia,
- Improve student enrollment ratio: Program Heads

- Pedagogical excellence: All teachers
- Implement suggestions from students' feedback: Priyanka , Dr.Bhide
- Collaboration with other institutes, MoU: Dr.Jais and Dr.Tripathi
- Acquire best and improved administrative and technical acumen for the institution: Program Heads, Dr.Bhide
- Enhancing participatory management by involving local authorities: Program Heads
- Developing Brand image: Program Heads, Dr.Tripathi
- Maintenance of all records: Dr.Pipalwa, Nisha, Tripathi, Bhushan, Sheetal, Afsana
- Publish quarterly journal of activities: Jay Vasani , Dr.Puri and Kavita
- Facilitate project funding: Dr.Chourasia, Dr.Tripathi
- NSS, NCC, Red cross: Nisha
- Daily practices of Yoga and Meditation: Dr.Parkhi and Priyanka
- Sports and self defence: Pradyumna
- Milestones: Dr.Chourasia
- Competitive examinations: Certificate course. Deepali
- Institutional distinctiveness: Dr.Chourasia, Pranay, Hariram, Asfiya, Atul, Dr.Deshpande