



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MANJULABAI BHONDEKAR COLLEGE BHANDARA

**SAHKAR NAGAR,PANDHARABODI ROAD KISAN CHOWK BHANDARA
441904**

www.mmbhandara.com

SSR SUBMITTED DATE: 03-12-2023

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

This Self Study Report (SSR) is prepared to seek accreditation from National Assessment and Accreditation Council (NAAC) for Manjulabai Bhondakar College, Bhandara, a three-year Arts Degree and two year Post Graduation Degree College affiliated to the Kavi Kulguru Kalidas Sanskrit University, Ramtek.

Manjulabai Bhondekar College was established in 2008 to impart education exclusively in B.A. (Civil Services) of rural area in and around Bhandara by Bhondekar Samajik Krida va Sanskrutik Shikshan Sanstha's Bhandara by late Bhojrajji Bhondekar with the aim to help disabled childrens and persons make them able educating people regarding various issues and social work. In a short span of fifteen years, Manjulabai Bhondekar College has established its name not only in academics but also in extra curricular activities. The NAAC accreditation is sought not only because it is mandatory, but also because it would provide an opportunity to seek valuable imputes from highly qualified and reputed individuals for the betterment of the college serving to the semi urban and rural sector.

We believe that improvement is not a one time activity but a continuous process and a result of sustained efforts through critical self-examination and also through feedback by autonomous external parties like NAAC. In our endeavour towards achieving excellence in quality education we have presented our strengths but not ignored our weaknesses.

The Self Study Report (SSR) is prepared by using the format of NAAC. The complete report is presented in 4 Sections. **Section A** contains the Executive Summary of the SSR which has three parts : Introduction, SWOC, Criteria wise summary, **Section B** contains Basic Information, Academic Information. **Sections 3** contains Extended Profile. **Section 4** contains Quality Indicator Framework (QIF). We hope that the details provided would substantiate the facts. We feel confident that the SSR would bring out our efforts to achieve the goals set by the college.

Vision

To be an academia of "First Choice" to transform lives that will change the world for the better at whatever level of human end endeavor they are involved.

Mission

To create confident, dedicated honest and uptight individuals who become an asset to the society. We provide space to the students to freely express and develop views that help them respond to changes in the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

- The college has earned reputation in the last 15 years for its unique UG course in Civil Services as a preparation for competitive examination.
- Infrastructural facilities like classrooms, library, auditorium etc.
- Medical facilities through PES Hospital and Research Centre for staff and students.
- Direct placement on various positions in PES Hospital to pass out students of our college.
- Qualified teaching staff with NET/SET/Ph.D.
- Safe and secure premises for girl students.

Institutional Weakness

Institutional Weakness

- Permanently non-grant status hence generating revenue is difficult.
- Less Industry-Institute interaction.
- No minor and major research projects due to no 2 F and 12 B.

Institutional Opportunity

Institutional Opportunities

- Getting NAAC Accreditation with good grade.
- Fetching research grants from government and non-government organizations.
- Registering Alumni Association.
- Arranging training programs for non-teaching staff.
- Doing MOUs with industries and institutions with good repute.

Institutional Challenge

Institutional Challenges

- Encouraging students to crack competitive examinations.
- Creating awareness regarding B.A. (Civil Services) course.
- Fetching funded research projects with Govt. & NGO.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Manjulabai Bhondekar College Bhandara is affiliated to Kavi Kulguru Kalidas Sanskrit University, Ramtek. The institute adopts the syllabi prescribed by the University. Value added courses have been introduced. UG/PG have Choice Based System (CBCS) as program pattern with mandatory and elective courses. The institute encourages the students in hands on experience through project work, field work, internships, apprenticeships. The institute has structured feedback mechanism from all stake holders including student, alumni, employers and teachers for effective delivery of curriculum.

Teaching-learning and Evaluation

The university guideline is followed by the institution regarding the admission process. The institute follows the reservation policy of Govt. about admission at entry level. The institutions adheres to the academic calendar and teaching plan for effective delivery of curriculum. Yearly and monthly teaching plan are prepared by the faculty and is followed. Syllabi is unitized according to the teaching schedule and mid course correction taken up if needed. Learner centred methods are adequately deployed as and when needed. Working days, teaching days and work load are as per the norms of Kavi Kulguru Kalidas Sanskrit University, Ramtek. Evaluation methods are communicated to the student at the beginning of the session. The overall performance of the student is monitored. Examination related grievances are addressed at the institute as well as the university level by a well-defined, time-bound, and efficient manner.

Research, Innovations and Extension

The institute encourages and motivates the students, faculty to publish their works in reputed journals. We also encourages their participation and presentation in seminars conferences/workshops. The institute organizes seminars, talks and guest lecture for the upgradation of their knowledge. The institute is active in extensions activities and designates faculty for it. We. regularaly contributes to the cause of community development. Social work, health and hygiene awareness, medical camp, literacy, aids awareness, environment awareness etc. The institute has signed MOUs with near by industries for exchange of knowledge.

Infrastructure and Learning Resources

The Institute has well laid buildeing and infrastructure facilities with proper provisions of maintenance. Optimum utilization of the infrastructure facilities is ensured by the college and care is taken to keep the campus beautiful and pollution free.

The Institute has a central library currently with library software to categorize texts books, journals, periodicals, reference books etc. so as to enable the students to inculcate the habit of reading and referring to books. Library has a good deal of downloaded e-books which are available to the students via open access. The institute provide high internet speed and dedicated computer laboratory.

Student Support and Progression

The Institute tries to provide best support mechanism to students. Various kins of financial aids are available to the students from State Govt. The institute provides capacity building and skills enhancement programs to students on Soft skills, Communicatioj skills, Yoga, physical fitness, health and hygiene, computing skills,

guidance for competitive examinations and career counselling. The students grievances are addressed by the Grievances Redressal, Anti-Ragging & Womens's Grievance Cell or Anti sexual harassment. The institute encourages students for their active participation in sports & cultural activities and competitions organized and inter-colleg level. Interaction with alumni is maintained by organizing alumni meet.

Governance, Leadership and Management

The institute has an effective co-ordinating and monitoring mechanism. The Principal and the various committee members implements the decision, policies, strategies of the management for the attainment of the vision and mission of the institution. The institute has performance appraisal system to check the yearly performance of teaching and non-teaching staff.

The Institute implements e-governance system for administration in finance and accounts, student admission, support and examination. The institute provides financial support to attend conferences, seminars, workshops. The institute motivates teaching and non-teaching staff to participate in FDPs.

The IQAC cell recommends action plan to improve the quality of teaching-learning process of the institute and the Principal implements the same. The IQAC conducts regular meetings for the upgradation of institutional academic and administrative audits.

Institutional Values and Best Practices

The institute understands the importance of quality in education and view academic activities as a process whose output is quality education. It initiates various curricular and co-curricular activities and sensitizes the teaching, non-teaching staff and students to the promotional activities of gender equity. The institute pays special attention towards the facilities, safety and security for women on campus such as emergency health-care, medical checkups. Security guards 24/7, provision for girls room, lift for differently abled (Divyanjan) girl students. The institute initiates the use of LED bulbs, solid, liquid waste management, rain water harvesting mechanism, green practices such as tree plantation, plastic free campus etc. The institute strives to inculcate civic responsibilities by organizing various programmes on tolerance and harmony amongst students and employees.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MANJULABAI BHONDEKAR COLLEGE BHANDARA
Address	SAHKAR NAGAR,PANDHARABODI ROAD KISAN CHOWK BHANDARA
City	BHANDARA
State	Maharashtra
Pin	441904
Website	www.mmbhandara.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Prof. Dr. Ms. Kaneez Banoo Quraishi	07184-8379909924	8208051657	-	bcssbhandara2002@yahoo.com
IQAC / CIQA coordinator	Krishna Dhondu ishwarkar	07184-251145	9420739906	-	krishnaishwarkar71@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Maharashtra	Kavi Kulguru Kalidas Sanskrit Vishwavidyalaya	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SAHKAR NAGAR,PANDHARABODI ROAD KISAN CHOWK BHANDARA	Rural	1.45	307.24

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA, Arts	30	H.S.S.C.	Marathi	120	77
PG	MA, Arts	30	All Streams (Any Graduate)	Marathi	60	39

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				11			
Recruited	0	0	0	0	0	0	0	0	7	1	0	8
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	7	1	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				3
Recruited	3	0	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	8	0	0	8
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	0		0	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	62	0	0	0	62
	Female	15	0	0	0	15
	Others	0	0	0	0	0
PG	Male	19	0	0	0	19
	Female	20	0	0	0	20
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	20	47	41	75
	Female	5	10	10	10
	Others	0	0	0	0
ST	Male	7	4	10	0
	Female	2	3	2	9
	Others	0	0	0	0
OBC	Male	50	65	87	95
	Female	24	25	24	30
	Others	0	0	0	0
General	Male	0	5	7	30
	Female	0	3	5	10
	Others	0	0	0	0
Others	Male	6	2	2	5
	Female	3	2	2	7
	Others	0	0	0	0
Total		117	166	190	271

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Students are encouraged to choose multidisciplinary and interdisciplinary fields to enhance their knowledge
2. Academic bank of credits (ABC):	Academic bank of credits are made mandatory to register themselves to get ABC number.
3. Skill development:	Various programs are carried out in our institute for the students to enhance multidisciplinary skills.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	India language culture is inculcated in the institute. Local language is used to teach various subjects in the programs offered.
5. Focus on Outcome based education (OBE):	All the students are made aware about Outcome

	based education (OBE). The new system of evaluation is based on OBE.
6. Distance education/online education:	All the students are encouraged to take online courses related to their curriculum. Students are made aware about various online courses offered by GoI like MOOCS/Swayam/NPTEL courses.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	yes. In this regard, Electoral Literacy Club (ELC) has been formed in the institute to make aware about the importance of Electoral.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Voter registration campaign is planned to be conducted in this academic year.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	No
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Yes All the students are encouraged to enroll themselves in the electoral voter list.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
262	271	190	166	117
File Description		Document		
Upload Supporting Document		View Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 8

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	6	6	6

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
9.03	12.69	30.53	16.86	6.64

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- Institute is affiliated to the Kavi Kulguru Kalidas Sanskrit University, Ramtek (Maharashtra) and hence follows the curriculum prescribed by Kavi Kulguru Kalidas Sanskrit University, Ramtek (Maharashtra)
- The Curriculum is prepared by the concern Board of Studies (BOS). The curriculum is finally approved by the academic council of University and displayed on University website. At the beginning of each academic year the affiliating University gives academic calendar and guidelines about the dates of commencement of the semester, end of the semester, In-semester and End-semester examination, holidays etc.
- Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute is based on the university guidelines is then prepared and given to all the concerned.
- Principal receives inputs through internal Quality Assurance Cell and based on these inputs Principal Head of the Department (HOD), Committee members, Head cultural activities discusses and prepares the academic calendar of the college.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution and time table.
- The time table co-ordinator follows the given academic Calendar and load distribution, prepares the timetable.
- The Academic Calendar is distributed to all the departments. Each department prepares their Department Academic Calendar in consultation with Head of the Department. Principal held a common meeting with all teaching and non-teaching staff before commencement of semester. Students are also made aware of commencement of semester through a common notice and also SMS sent through ERP system. The teaching plan of each course is prepared in line with department academic calendar by individual course teacher.
- The students are informed about the Academic Calendar through notice-boards.
- Every faculty prepares the course plan to deliver lectures as per the course syllabus.

- If the faculties want to teach his/her topic with the help of ICT facility, then it is made available for them.
- Method of continuous internal evaluation/assessment of the student is adopted by the institute as per guidelines of university.
- In order to widen the students horizons and to improve their perspective on various subjects- field visits, industrial visits are organized.
- The university theory examinations are conducted as per university norms and after the deceleration of university result, result analysis is made and documented.
- The system of feedback from all the stakeholders is also undertaken by the institute which is further conveyed to higher authorities for corrective measures.

The counseling of the students is provided in academic and personal queries.

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 10

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 11.03

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
40	27	0	23	21

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The institutions conducts various programs in order to create awareness among the students regarding crosscutting issues like Professional Ethics, Gender, Human Values, Environment and Sustainability.

Professional Ethics :

Professional ethics are accepted standards of personal and business behavior, values and guiding principles.. The Institution tries to establish processual ethics among the staff members for the smooth working of the institution including components like integrity, honesty, transparency, respectfulness towards the work. It become the matter of utmost importance that spiritual training in the light of ethical values is imparted as a part of the college curriculum. To poster moral and ethical values among the students and staff death and birth anniversary of great national heroes, leaders & freedom fighters is organized for the holistic development of the students.

Gender :

The institutions conducts awareness programs regarding gender issues. Eminent speakers are invited

for a talk on gender issues like gender equality, violence against women, child marriage, female feticide etc. The institute offers equal opportunity to both the male and female students in learning and development. The institute conducts gender sensitization programs on women empowerment to create awareness among the students. It also ensure the safety and security of the students. Gender sensitization programs relevant to the issues and challenges in context to violence against women, female feticide, factors responsible for low health status of women, factors contributing to educational backwardness among women, sexual division of labor, etc. are conducted.

Human Values :

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love etc. are transferred to students through Birth & Death Anniversary of leaders, Sanvidhan Divas, Youth Day etc.

Environment and Sustainability :

The institution organizes programs related to environmental protection. Eco-friendly measures are adopted in the institution. It contributes to green living or practices that help conserve resources like water and energy. Eco-friendly practices also prevent contribution to air, water and land pollution. Our institute follows a wide range of eco friendly practices. They are as follows.

- Solar panel implementation
- Usage of bicycles for internal transportation within campus
- LED lights-decrease electric energy consumption
- Tree Plantation

Ban On Plastic :

Regular cleaning drive is conducted by the institution to create awareness among the students to keep the environment clean. Plastic is a major pollutant of the environment. Usage of plastic is banned inside the campus.

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest

completed academic year)

Response: 20.23

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 53

File Description	Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 89.84

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
116	159	100	100	100

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
180	160	100	100	100

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 96.98

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
100	100	62	62	62

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
112	100	62	62	62

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 32.75

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The institute has one streams under its umbrella. i.e. Arts. All the teachers and management of this institute try to make learning process students centric. Also the teaching learning process is incorporated with innovative and effective through ICT. The faculty members used tools of various types to inspire the students. The institute tries to give emphasis on development of independent thinking in the students. The learning experience of the student is enriched by following methods.

Experimental learning :

- The students learn social responsibility by taking part in extension services, Cleanliness drive like Swach Bharat Abhiyan etc.
- While participating learning activities like seminars, assignments, study tours, field visits are also organization etc.
- Library facility play important role to enhance the knowledge of students.

Participative learning :

Participative Learning is encouraged by :

- **Discussion :** Wide varieties of topics relating to civil services are discussed in order to make the students to think broad and come up with their opinions and suggestions.
- **Debates :** Debates are conducted in most of the courses of civil services where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking.
- **Presentations and Seminars :** The faculty encourages the students to participate in class seminars, group discussion and many more activities.

Problem Solving Methodologies :

- Problem solving ability of the students are developed by giving them proper assignments and projects related to respective subjects.
- College library enriched with books and magazines related to competitive examination is available.
- College has signed MOU's with Sumitra Rice Mill, Dongargaon, B.S.C. Rice industries, Kondha

Kosra, Shri Tirumala Rice Industries Jakh (Mujbi), Gaytri Dugdh Utpadak Sahakari Sanstha Marya, Lohara which gives opportunity to students for first hand face to face experience and knowledge.

The Teacher uses Power Point presentations as per the requirement of the syllabus.

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	6	6	6

File Description

Document

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 100

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	6	6	6

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Continuous Internal/External Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by Kavi Kulguru Kalidas Sanskrit University, Ramtek. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 40 Marks and end semester examination is conducted for 60 Marks by the university for UG level. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university for PG level. For determining the institute level 40 marks for UG Attendance & Assignment, Viva-Voce. The performance of the learners is evaluated into two components. Internal Assessment is assessed of the learner's performance with 20% marks in the first component by conducting the Semester End Examination with 80% marks in the second component. The allocation of the marks for the Internal Assessment and Semester End Examination are as- One periodical class test, Extension / field / Experimental work, Short Quiz, Objective test, open book test etc. and written assignments, Posters and exhibits etc., Active participation in routine instructional deliveries – Tutorial, Field work etc. & Overall conduct as a responsible learner, mannerism, articulation, and exhibit of leadership qualities in organizing related academic activities for PG course.

Institutive Level :

The faculties concerned distribute the answer sheets of internal examination with students and collect their grievances if any. The principal, IQAC Co-ordinator continuously observe every process of internal assessments and make necessary rectifications. The action taken on the grievances is communicated to students within a stipulated time period if any. Institution adopts internal assessment system prescribed by Kavi Kulguru Kalidas Sanskrit University, Ramtek

Transparency in internal assessment is maintained by-

- Displaying Continuous Internal Evaluation Norms through the time-table.
- Sharing of evaluated assignments with each individual student.
- Sessional result analysis is discussed at HOD level.
- A comparative evaluation of student's performance is carried out.

University Level :

The institution has an efficient mechanism of internal and external assessment which is transparent in the conduct and also in the rectification of grievances. The grievances are solved with utmost priority in a time-bound manner. The institution strictly follows the guidelines of the affiliated university while conducting the internal assessment and end-semester examinations. Any grievances after the declaration of results if occurred by the students, the institution takes initiatives by consulting the University with regard to revaluation, retotaling and challenge to answer book within 7 days after the declaration of the result.

2.6 Student Performance and Learning Outcomes**2.6.1**

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Vision and Mission statements are displayed on the college website and various places like entrance of the institute, Principal Cabin, Library etc. Programme Outcomes (POs) and Course Outcomes (COs) have been defined by Institute. POS and PSOs are disseminated on college website, at the entrance of the Institute, Principal Cabin, Library and Course Files of Teachers. The course outcomes are written by the respective faculty member. All the faculty members are maintaining Cos are discussed by faculty members in the classrooms during introductory lecture of respective Subject/Course.

Programme Outcomes (POs) and Course Outcomes (COs) of UG

The Programme Outcomes (POs) of UG (Civil Services) :

- Sanskrit – Offering knowledge sanskrit language, grammer etc.
- English – Offering knowledge of English grammer and vocabulary, Essays on current topics.
- GS 1 – Offering knowledge of Indian Heritage and Culture, Post Independence consolidation, Economic Development, Factor of Globalization, Ethics and Human Interface, Human Values – Lessons from the Lives and Teaching of Great Leaders, Reformers and Administrations, Role of Family, Society and Education Institutions in inculcating values.
- GS 2 – Offering Knowledge on Agriculture, Minimum Support Pricw, Food Processing, Farm Subsidies, Distribution Syste, Right to Information Law.
- Sociology – Offering knowledge Methodology and Sociological Thinkers.
- Political Science – Offering knowledge of comparative politics.

Programme Outcomes (POs) and Course Outcomes (COs) of PG

The Programme Outcomes (POs) of PG (Public Administration) according to NEP-2020 has been prescribed by Kavi Kulguru Kalidas Sanskrit University, Ramtek, for all subjects is as follows 1) To develop extensive knowledge amongst the students about the emerging issues and ideas in Public Administration in relation to global, national, regional and local government administration and participation of various stakeholders in the structures, functions and process. 2) The students will be able to develop abilities to illustrate the major theories of Public Administration and critical thinking. 3) To enhance the aptitude of students about contemporary developments in the discipline and the parading shift in the discipline.

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The attainment of POs and COs are valuated regularly by the institution. The evaluation is carried out through planning, implementation, evaluation and action taken. The first step is planning of the program. The outcomes of POs and COs are assessed of the compulsory and elective options. In the second steps the implemention of POs and COs are assessed of each faculty members through University exams, Assignments, Field work, Projects etc. for the evaluation. The Principal of the institution evaluates. COs are decided by faculty in the beginning of the session and attained outcome are calculated. The Principal is responsible for the action taken on his part. If the attainment meets the expectation, the faculty member is appreciated and in any case if the outcome of expectation results par below, corrective measures are suggested.

2.6.3**Pass percentage of Students during last five years (excluding backlog students)****Response:** 30.11**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	18	23	7	2

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
54	89	29	7	7

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 8.31

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
3.5	0	0	2.25	2.56

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Institute has formed IPR Cell which focuses on conducting guest lectures on IPR (Intellectual Property Right) for the transfer of knowledge. The cell includes Principal as the convener and three teaching staff as the member. Seminar on the **‘Intellectual Property Rights’, ‘Benefits of Patenting’, ‘Trademark’**

Intellectual Property Rights: Seminar on **Intellectual Property Rights** helps to understand the importance of IPR which is an essential tool for creating an identity for a business. It helps a firm in distinguishing its own products and services in the market from those of others, thus encouraging easier reach to the target customers, thereby making the whole marketing process very seamless. Many a time people try to copy the creation of others for their own commercial profit. It becomes essential to protect such ideas and creations from rival parties to ensure exclusivity and uniqueness in one's creation.

Benefits of Patenting : Seminar on **Benefits of Patenting** provides the best platform to understand the different forms of IPR- Copyright, Trademarks, Patents, Geographical Indications, Designs, Semiconductor integrated circuit layouts and Plant varieties.

Trademark: Seminar on **Trademark** aims to provide information about patent writing a patent is an exclusive right granted for an invention which is a product or a process that provides, in general a new way of doing something, or offers a new technical solution to a problem.

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 5

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	1	2	1

File Description	Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.25

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	4	3	3

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Institutional data in the prescribed format	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.5

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	1	1	2

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The institute through various extension activities tries to sensitize the students about the social issues of the society. This reflects their responsibilities towards the people around them. The various extension activities promotes for the holistic development Activities related with World Population Day, Tree Plantation, World AIDS Day, National Youth Day, International Yoga Day, International Literacy Day, Teachers Day, Women Empowerment, Environment Awareness, National Integration, Road Safety Program, Street Play on Save Water, Skill Development Program, etc.

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

2018-19	2019-20	2020-21	2021-22	2022-23
01	01	00	01	01

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 11

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	0	3	3

File Description	Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration**3.5.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 5

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The Institute has a well developed infrastructure which is sufficient for running the B.A. Civil Services and M.A. Public Administration. The classes are well furnished, spacious, ventilated. ICT enabled classrooms are made available for the students. For teaching learning process the institute has sufficient number of classrooms. Auditorium with the sitting capacities around 300 participants is available to conduct workshops, seminars, conferences, talks, Cultural Activities, Indoor sports activities like Chess & Carrom. It can be used for organization yoga sessions for staff, students, local people. The institution Library is equipped with books, journals, magazines etc. Library is having separate reading room, reference section for free online open source books, E-journal and E-newspapers, Support and safety facilities like continuous power backup, fire extinguishers, water coolers with water purifier, CCTVs at Key locations, Hospital for medical emergencies, security guards 24/7 are available. To keep the campus clean In-house house keeping staff is appointed, Separate girls & boys rooms are available in the campus. Provision for Xerox facility is made in campus. Administrative office includes Principal, HOD Cabins, Exam control office is available. First aid and sick room, wash rooms for staff, boys, girls etc. are available. Hostel facilities are provided to students. The institute has its own play ground for various outdoor games like volley ball, Kabaddi, Kho-Kho, Track & field events. The institute encourages students to participate in annual day celebration which provides the platform for students to show their talent on-stage like Dance, Singing, Drama, Mook Natya, One Act Play, Quiz etc.

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 47.17

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
2.53	3.64	26.86	1.12	1.58

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Library is considered as the heart of the Institution. Serves as a resource center and a perfect hub for efficient dissemination of knowledge. With a perfect ambience to read in peace, our library within its ambit consist of a seating area accommodating 60 readers. The library as a learning platform contains a rich collection of Textbooks, reference, general books. The library subscribes to 10 National and Local newspapers in English, Hindi & Marathi. The library is equipped with library software. B.T. card are issued to avail the reading materials. Library is open for users from 10.00 am to 5.00 pm. Total number of books in the library are 400. Per day library is utilized by more than 30 students for reading and studying purpose. More than 23 books are issued and returned back in a day. A library time-table is displayed on the notice board for the smooth working. From Monday to Wednesday UG students avail the issue and return facilities of books. From Thursday to Saturday PG students avail issue and return facilities of books. A special issue register is maintained by the librarian. The issue return policy for the students of the books is extended up to 8 days normally but can be extended for another. There is no such time limit for staff members. There is a separate reading sections for students and staff in the library.

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Internet :

- Fiber optic connection by service provider Advent info cam with 100 mbps speed.
- Wifi points are provided in classroom for teaching perpose.
- Switch are installed on each floor including Library.
- Projectors are provided in classrooms for teaching.
- Ahuja portable PA Speaker for communication hall/auditorium.
- Ahuja wirless color mic & speakers for teaching purpose (3 nos.).

CCTV surveillance System :

- 28 cameras, 2 Hikvision
- DVR on separate floor
- Cameras are installed in classroom, exam room.

2 DVR

- 1 Hikvision DVR with 16 cameras are installed in Principal's cabin.
- 1 Hikvision DVR is installed for exam department & classroom.

Operatiing System Software :

- Windows 11/10/7 operating system.

Biometric Machine :

- A biometric machine is installed to maintained attendance record of the staff memebers.

Generator Power Backup : A Generator Power Backup is supplied.

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 17.47**4.3.2.1 Number of computers available for students usage during the latest completed academic year:****Response:** 15

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1**

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 9**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
2.53	1.52	.91	1.19	.67

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 100

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
262	271	190	166	117

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description

Document

Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)

[View Document](#)

Report with photographs on ICT/computing skills enhancement programs

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 10.24

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	50	29	7	7

File Description**Document**

Institutional data in the prescribed format

[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

5.2 Student Progression**5.2.1**

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 100

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
22	3	4	18	7

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
22	3	4	18	7

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**5.2.2**

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**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 last five years

Response: 0**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the**

last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**5.3.2**

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 0

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**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

Response:

Although the institution has not registered Alumni Association but the institution is having Alumni Association body which comprises Principal as the chairman, two teaching staff members, one Alumni students as secretary, one Alumni as a treasurer & three Alumni members. This Alumni Association provides an interface for establishing a link between the Alumni, staff, and students of the institute. M.B. college Alumni are currently working at various positions. Alumni of our college gives inputs to current students who are going to face the competitive examination in various fields. They are invited as resource persons to guide and share their experience with current students. They also provides guidance

for placements and recruitments They also share their experience with the students and motivate them for their career development in various domains. The Alumni Association endorsed by the institution meets once in a year. Principal being the chairman convene the meeting and present the immediate needs of the institution.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Manjulabai Bhondekar College was established in 2008. It is one of the major institutions in Bhandara City with UG (Civil Services) and PG (Public Administration) preparing students to appear for competitive examinations. Principal being the head of the institution along with management makes the policies and decisions for the smooth conduct of the institutions. The teaching and non-teaching staff helps the Principal whenever help is required to organize and conduct various activities. The vision and mission is reflected through the perspective plan of the institutions. IQAC takes care of curricular and co-curricular activities to maintain the quality of the institution. The Principal of the institution and the IQAC reviews time to time the functioning of the institution. Regular meetings are conducted with the head of the departments and committees. The faculty prepares their departmental budgets and discuss with the Principal and the management for the approval. By conducting curricular and co-curricular activities proves the participation and decentralization where students, teaching, non-teaching staff, management are involved.

Vision

To be an academia of “First Choice” to transform lives that will change the world for the better at whatever level of human endeavor they are involved.

Mission

To create confident, dedicated honest and upright individuals who become an asset to the society. We provide space to the students to freely express and develop views that help them respond to changes in the society.

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is

effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institutional perspective plan is effectively deployed through different levels of Management, Principal, Faculty and students. Institute forms various committees and assign responsibilities for the smooth conduct of the institution. Management and Principal of the institute divide the responsibilities amongst the faculty.

One activities successfully implemented based on the strategic plan is as follows :

Case Study : Educational Visits/Industrial Visits/internships.

Process : Learning through experiences plays a vital role in acquiring knowledge. The overall development of the students through learning experience in theory as well as hands on experience in Educational Visits/Industrial Visits/internships matters a lot. The Institute provides platform to the students to visit and gather understanding, working methods, work culture by visiting nearby industries, through educational visits and internships. Such activities are planned for the students. The planning part is done by the faculties and students. The Principal is also involved in the discussion. Students under the guidance of faculties visit the place which gives participative management and leadership qualities to students. Such visits gives opportunities to students to explore work place.

The institution forms College Development Committee (CDC) which take-cares of admission procedure, preparation of budget, planning academic and non-academic activities. As the institute is affiliated to Kavi Kulguru Kalidas Sanskrit University, Ramtek it is mandatory to follow the rules and regulations laid down by to Kavi Kulguru Kalidas Sanskrit University, Ramtek. The institute strictly follows the UGC policies, appointment, service rules, and statutory norms procedures for the recruitment promotion of teaching and non-teaching staff.

6.2.2

Institution implements e-governance in its operations

- 1.Administration**
- 2.Finance and Accounts**
- 3.Student Admission and Support**
- 4.Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institute ensures performance appraisal system for teaching and non-teaching staff which is design by the institute itself. It is yearly based format which is to be submitted before the end of the session by the teaching and non-teaching staff. Such system of performance appraisal. Such system helps in indentifying the potential areas and recommendations are being suggested by the Head of the Institution to the teaching staff in a healthy atmosphere. The non-teaching staff's progress is monitored and suggestions are made by the Principal.

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 20.59

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	0	4	2

File Description	Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 45.71

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	4	2	3	3

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization**6.4.1**

Institution has strategies for mobilization and optimal utilization of resources and funds from

various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Our Institute is a permanently non grant college. Hence we do not get salary grant or any grants from Government. The fee structure is decided by the Kavi Kulguru Kalidas Sanskrit University and the institutie follows it. All the expences are managed by the fee collected from the students. When funds of larger quantum are required, Bhondekar Education Society is consulted. The institution undergo every year for Audit of the financial affairs. Charterd Accountant is appointed as external auditor of the college. It conducts external audit after competion of the financial year and submit the audit report. The Finance Department of the society look into the internal financial part of the institution and scrutinize the yearly expenses.

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Internal Quality Assurance Cell (IQAC) was established to initiate the institutional quality in teaching learning process. The IQAC reviews through countinuous meetings with the Principal, Management and the Teaching Staff time to time. The IQAC collects inputs from the stake holders for the betterment of the institute. It makes the strategies and processes to maintain the quality. IQAC focesses its attention on the teaching learning process, execution of yearly teaching plan and evaluation process through meetings with the faculties. The learning outcomes are reviewed time to time. It imparts instrutions to the various committees for organizing curricular activities. It also guides the faculties for proper documentation.

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Ours being a co-education institution, we provide equal opportunity to the teaching, non-teaching staff and students. It results in healthy and balance opportunities to both genders. The institute provides a safe campus, security, counselling to all irrespective of genders. Curricular and co-curricular activities are organized to promoted gender sensitization. Program like Women Empowerment Day, International Womens Day, Womens Security ICE App awareness and Cyber Security Day are organized by the institute. Various women releted themes are taken a for discussion and debates. As per the UGC and State Government guidelines the institute has Anti-ragging Committee to resolve the problems of students. Students are make aware about the various committees form by the institute to make the campus a gender neutral campus wherein every one enjoys equal opportunities, resourses, services benefits, decision-making power. The institute takes care of the safety and security of the female students and staff.

Facilities for Women in Campas

- CCTV cameras are installed at prime locations.
- Provision of first aid box.
- Fire extinguishers System are provided on ground flor.
- Girls common room.
- For any medical emergencies Doctor on call facility is available.
- Internal complaint committee like women redressal committee, sexual harassment committee are found.

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**

3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: B. Any 3 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institute conducts various programs for the students and the faculty members from diverse cultural background under one umbrella. The students from institute celebrates the birth and death anniversaries of great leaders, National Festivals like Republic Day, Independence Day, International

Yoga Day, International Non-violence, Teachers Day, International Women's Day, Constitution Day etc. to inculcate the values, rights, duties and responsibilities of citizens in students. The students as well as the faculty represent cultural diversity, where all the employees work in harmony with each other. For sensitization of students and employees activities are conducted such as Reading Inspiration Day, Road Safety Week, World Population Day, Literacy Day etc.

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1

1. Title of the Practice

Free Health Check-up Camp

2. Objectives of the Practice

- To create awareness among the people of our rural area about health and hygiene.
- To provide medical assistance to the rural masses in neighbourhood

3. The Context

The neighbourhood villages of our area suffer from lot of medical problems. However, the economic condition of the residents is a great hindrance for them to have a regular check-up and medical treatment. Considering the scenario, the institute put forward the proposal of holding a Health Check-up Camp in the area adopted by it. It was also felt that the practice would give value-added experience to the students. Hence, after a thorough discussion with PES Hospital, the college gave direction to start the practice of Health Check-up Camp every year.

4. The Practice

A Free Health Check-up Camp for the surrounding residents of the area is organised in collaboration with PES Hospital, Sahakar Nagar, Bhandara. We have signed an MOU with PES Hospital for this social service. Every year a team of doctors associated with PES are invited for a free health check-up camp for the residents.

5. Evidence of Success

In the session 2018-19, Health check-up camp was arranged on 14th & 15th January 2019 at near by village Pandharabodi village which is nearly 1 km. 56 villagers attended the free health check-up and medicine were distributed. In the session 2019-20 the Health check-up camp was arranged on 11th & 12th December 2019 in a nearby village Kesalwada which is nearly 1.5 km. "Free Women and Child Check-up Camp" was arranged wherein 2 Gynaecologists, one Paediatrician and one Pathologist were present and 72 villagers availed the facility of free health check-up and free medicine. Due to COVID-19 Pandemic we did not get the permission to organise Health check-up camp and so the health awareness camps could not be arranged in 2020-21. In the session 2021-22 the health check-up was organized for the residents of Kisan Chowk, Bhandara. Nearly 45 residents were benefited by the camp. In the session 2022-23 the health check-up camp was organized for the resident of Takli, Bhandara in which 68 residents attended the camp.

6. Problems Encountered and Resources Required

The rural people lack awareness about health and hygiene and have incomplete perceptions of health which become the barriers which we face in convincing them to participate in our Health Check-up Camp.

BEST PRACTICE : 2

1. Title of the Practice:

Library Orientation of the Freshers

2. Goals:

To orient the newly enrolled library users about the study material in the library and the facilities available.

The Context:

The college library had been increasing in terms of services offered and the number of books. However, most of the junior colleges in rural areas do not have library. So when these students enter HEIs they have little idea about the use of college library. Most of the students focus only on classroom studies and pay little attention to the rich storehouse of learning material available in the library that can support and enrich their teaching-learning experience. The issue was discussed in the meeting of Library Advisory Committee. The librarian came up with an idea of engaging classes to sensitize the students about the proper and effective use of college library. It was resolved that the library should engage few classes towards the purpose of sensitizing the students about the library services.

3. The Practice:

In the beginning of every session, the librarian engages a couple of F.Y.B.A. and F.Y.M.A. classes. The time is devoted in explaining the students about the role of library in higher education. The procedures of availing the library services in the library are also explained. The librarian provides information about the range and variety of material available. Students are sensitized about how to avail the library services effectively for overall development of personality. The librarian takes this opportunity to establish a healthy rapport with the students. The personal rapport helps in attracting the students to the library.

4. Evidence of Success:

The practice has made a significant positive impact on the utilization of library services. The number of students visiting the library has increased. Moreover, with prior knowledge of library gained from the orientation, the newly enrolled students avail the library facilities with confidence. Many students have started spending time in library even after the class hours are over. The personal rapport between the students and the library also has resulted in student platform for conducting activities that would widen up their mental horizons and also groom their personalities in required direction

5. Resources

The resources required include well-qualified and resourceful librarian and good support from colleagues and administration.

7.3 Institutional Distinctiveness**7.3.1**

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

1. Title of the Practice: 360° development of students through Curricular, Co curricular and Extra-curricular Activities

2. Objective of the Practice: To ensure the 360° development of students by sharpening their skills

through numerous curricular, co-curricular and extra-curricular activities and achieving personal growth and employability of students.

3. The Context: Students joining our institute are from varied backgrounds, lacking skills required for ensuring their 360° development. These skills are needed in various walks of personal, social, and corporate life culture. The students often desire that they should be communicative, decisive as well as competent enough to face challenges.

4. The Practice: The classroom teachings are blended with industrial and field visits, seminars, workshops, developmental programs, add on activities, cultural activities, sports activities, social activities, organizing and successfully managing the health checkup camps in and around Bhandara with PES Hospital, and health awareness within as well as outside the institute. The students are also motivated to come up with the case studies on the relevant topic and present their analysis and conclusions. These various participatory methodologies inculcate the required skills into the students.

5. Evidence of Success: It is observed that by performing various activities the students takes initiative in extension work.

6. Problems Encountered and Resources Required: Nil

5. CONCLUSION

Additional Information :

Nil

Concluding Remarks :

The Self Study Report is an introspection for the staff and management of Manjulabai Bhondekar College Bhandara. We have highlited the strengths and weaknesses of our institute. Such an analysis is of no use if efforts are not made to overcome the weaknesses and further augment our strenths. The institute is dedicated for the quality education to the students and their personal upliftment contributing to the society and nation. We strive for continual improvement. We are promised for the overall development of the sutdents through curricular and co-curricular activities.