YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

MANAVLOK'S COLLEGE OF SOCIAL WORK

- Name of the Head of the institution

  Dr. Prakash Bhimrao Jadhav

- Designation

  Principal

- Does the institution function from its own campus?

  Yes

- Phone no./Alternate phone no.

  9130121830

- Mobile No:

  7770015050

- Registered e-mail

  prakash.jadhav50@yahoo.com

- Alternate e-mail

  manavlok1999@ymail.com

- Address

  KULSWAMINI COLONY AMBAJOGAI

- City/Town

  Ambajogai

- State/UT

  Maharashtra

- Pin Code

  431517

2.Institutional status

- Type of Institution

  Co-education

- Location

  Rural

- Financial Status

  Grants-in aid

- Name of the Affiliating University

  Dr. Babasaheb Ambedkar Marathwada University Aurangabad

- Name of the IQAC Coordinator

  Dr. Rama Achyutrao Pande

- Phone No.

  02446247504

- Alternate phone No.

  9405343510

- Mobile

  9405343510

- IQAC e-mail address

  iqacmanavlok@gmail.com

- Alternate e-mail address

  manavlok1999@ymail.com

3.Website address (Web link of the AQAR (Previous Academic Year)

http://www.manavlokcollegeofsocialwork.co.in/img/Anual%20Quality%20Assurance%20Report%20(AQAR)%20Academic%20Year%202020-2021.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

  http://www.manavlokcollegeofsocialwork.co.in/img/academic%20calender%202021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.23**	**2015**	**01/05/2015**	**30/04/2020**

6.Date of Establishment of IQAC   **15/06/2018**

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
00	**00**	**00**	**00**	**00**

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   5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   No

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

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. Starting of Certificate courses, add-on courses, value added and soft skill programmes 2. conducted webinar series on various social issues 3. continued Classes for competitive exams 4. Shifting library and renew and upgrade software 5. Arranged convocation ceremony at college

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
Admission of PG Course	completed
Preparation of time table and subject allotment	completed
Orientation visit of 3 rd sem. 1 st sem.	completed
Workshop on Field work (Skill Lab)	completed
Rural Camp	completed
Study Tour / Extension work	completed
Internal theory Exam II & IV sem	completed
Block Placement Training	completed
webinar series	completed
Certificate course	completed

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	02/05/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	MANAVLOK'S COLLEGE OF SOCIAL WORK
• Name of the Head of the institution	Dr. Prakash Bhimrao Jadhav
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9130121830
• Mobile No:	7770015050
• Registered e-mail	prakash.jadhav50@yahoo.com
• Alternate e-mail	manavlok1999@ymail.com
• Address	KULSWAMINI COLONY AMBAJOGAI
• City/Town	Ambajogai
• State/UT	Maharashtra
• Pin Code	431517
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• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	Dr. Babasaheb Ambedkar Marathwada University Aurangabad
• Name of the IQAC Coordinator	Dr. Rama Achyutrao Pande
• Phone No.	02446247504

• Alternate phone No.	**9405343510**	
• Mobile	**9405343510**	
• IQAC e-mail address	**iqacmanavlok@gmail.com**	
• Alternate e-mail address	**manavlok1999@ymail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.manavlokcollegeofsocialwork.co.in/img/Anual%20Quality%20Assurance%20Report%20(AQAR)%20Academic%20Year%202020-2021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.manavlokcollegeofsocialwork.co.in/img/academic%20calender%202021-2022.pdf

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• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**5**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	**No**

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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
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13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	02/05/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	06/12/2022

15.Multidisciplinary / interdisciplinary

the University is proactively working towards implementation of the suggestions given in the NEP.

16.Academic bank of credits (ABC):

The institution preparedness in implementation of Academic Bank of Credits depends upon the guidelines of the affiliated university and Higher Education Department, Maharashtra.

17.Skill development:

our institute is already taking the programmes related to skill development.

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

field work is an intergral part of the social work education. while working in the fields we interacts with different groups with cultures and languages. The seminars and the assignments of Learning Support Activities are given on the social issues, cultural aspects and practices.

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

The syllabus is desined by the university. The course outcome and objectives of the courses are decided by the university, the college focus on the out come of the programme and implement the course effectively.

20.Distance education/online education:
during the pandemic, the curicullar activities were conducted online mode and in resriction relaxation, it was offline mode.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1**

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

2.Student

2.1 Number of students during the year	**81**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**42**

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

2.3 Number of outgoing/ final year students during the year	**37**

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

3.Academic

3.1 Number of full time teachers during the year	**6**

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

3.2 Number of Sanctioned posts during the year	**0**

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**3**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2338592.34**
4.3 Total number of computers on campus for academic purposes	**17**

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

For effective curriculum delivery, the college at the beginning of the every semester calls staff meeting. In this meeting a wide discussion held on the course content and its execution. In this meeting, the curriculum for each semester is distributed among the faculty members.\. For maintaining the records of teaching, a teaching diary is given to every faculty members. This diary includes the date, day, topic covered and student's attendance etc. the concerned faculty maintains these diary updated and at the end of semester, it is submitted to the office. A time table for each semester is prepared and displayed on notice board.

Field work is an integral part of social work education. Two days in a week are reserved for field practice in institutions and open communities. Tuesday and Friday are the fieldwork days. To

maintain the field work record, college provides an attendance
diary and record book. The students have to submit the record on
very next day to the concerned field work supervisors. Individual
and group conferences are conducted as per the time table and its
record is maintained.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.manavlokcollegeofsocialwork.co.in/img/academic%20calender%202021-2022.pdf

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

Our university provides the detailed programmes including opening
of the college, commencement of classroom teaching, internal exams
and theory exams. As per the schedule provided by the university,
college conducts the examinations. The college prepares academic
calendar including tentative dates of assessment.

The college follows the CBCS pattern, as per university syllabus
the assessment pattern is 20 marks for internal and 80 marks for
external.

The assessment components such as concurrent field work,
orientation visits, research dissertation, individual conference,
group conference, communication skills, and viva-voce on
concurrent fieldwork and orientation visits are also assessed by
the internal and external examiner. The institution strictly
follows the academic calendar and conducts the every activity in
time. The in charge faculty members with the approval of
principal, display the schedule of assessment.

As per instructions by the affiliating university and state
government of Maharashtra during pandemic, the college has
conducted all the internal and external assessment by online/
offline mode. For field work assessment, students Whatsapp group
were created and through these groups students were submitting
their field work report and assignments.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://www.manavlokcollegeofsocialwork.co.in/img/academic%20calender%202021-2022.pdf

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

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

1.2 - Academic Flexibility

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

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

1

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

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template)	<u>View File</u>

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

81

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

81

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Ours college of social work is affiliated to Dr. Babasaheb Ambedkar Marathwada university, Aurangabad and follows the syllabus designed by the university. In the syllabus the crosscutting issues such as gender, environment, professional ethics etc are included. The syllabus consists combination of theory and practical i.e. field work. Through field work the activities related to the gender,environment etc are conducted moreover, at college level the programmes activities are also conducted. This year college organized online webinar which covers the crosscutting issues. Moreover, guest lectures are organized on gender, human values, environment etc. the efforts are made to give more exposure to the students through field work in

institutions and communities.

this year webinar series was organized on the issues such as child development, social inclusion of autistic children, rural reconstruction, care and protection of senior citizens, youth and mental health, towards the dependency to independency, etc. on every third Thursday of the month, the studentpresents 'Bhumika' which consists presentation of write up on social issues. This Bhumika is displayed on the board and readers are expected to write their opinions on the views of the authors.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

81

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.manavlokcollegeofsocialwork.co.in/img/Feedback%20Analysis%20and%20Action%20Taken%202021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

81

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

35

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

In the beginning of the course students didn't adjust with the course due to its structure, college organizes the course orientation and introduces the social work course structure to the student. The students admitted to the course are equally distributed among the faculty members for the concurrent field work. These faculties by conducting individual and group conference with the student identify the strengths and weaknesses of the students. The efforts are made to minimize the weakness and strengthen the strengths by counseling in individual conferences.

The college, throughout year organizes, orientation visits, Group discussion, seminar/workshops on various issues, college participate all the students in this activity. Films/documentary on social issues were arranged and held discussions on it. For the student, the faculty members use to translate the syllabus in local language, state the recommended books, suggest the journals to read. Moreover, college provides free internet facility to the students. In the library computer systems with internet facility are provided to the students.

For the development of the students, college organizes classes for competitive exams and students are encouraged to participate and apply for competitive exams

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
81	6

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

For enhancing learning experiences the faculty member follows, lecture method, interactive method, project and field work method, exposure method etc. Teaching and learning activities are made effective by these practices.

Orientation to social work fields:- orientation visits are organized to give exposure of agencies to the students.

Field exposure:- The student practices the social work intervention methods on the fields.

Dissertation:- On this topic student has to prepare a research dissertation by following the research process.

Interactive Methods:-. In the classroom, every faculty members conducts the discussion on the topic. Question answering is a common practice take place during the classroom teaching.

Use of board: - white board is used for teaching.

ICT Enabled Teaching:- ours is Wi-Fi enabled campus. LCD projector

and Smart TV are used for teaching purpose. The teacher use PPT, documentary movies, video clips related to curriculum.

Student Seminars:- The student has to present on the topic and submit the presentation report to the college

Block placement:- Under this activity, the students are placed in agencies to understand the administration, activities and programmes implemented by the organization etc.

Whatsapp groups:- college creates year wise Whatsapp group i.e MSW 1st year and MSW 2nd year.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

During the academic year 2021-22, due to COVID19, the state government of Maharashtra and our home university, issued instructions for online/offline teaching. As per instructions college faculties conducted online/offline classes. Teachers in the college used various ICT tools for teaching such as Google meet, zoom, video and audio clips, YouTube links, PPTs etc. Google class room is used to manage and post course syllabus, teaching materials, quiz, submission of assignments which is useful in teaching learning process and it also enhance learning experience of the students. Teachers prepared Whatsapp groups of their respective subjects, these groups were used to send notices, class time table, links for daily classes, topic related YouTube links, were also shared on Whatsapp groups.

In offline mode, teacher uses PPT, video clips/ documentary films etc. for each class a separate Whatsapp group is created and through this group instructions and teaching materials/web links are provided to the students. The information about the e-resources and access links are also shared with students

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

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

6

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

6

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

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

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

07

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

7

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

Assessment of students through various mode of evaluation is one of the significant components in the course of MSW. Internal assessment is a means to improve the performance of the student at various stages of the course. Students are provided information regarding the mode of assessment besides internal theory examination; fieldwork practicum covers major part of evaluation in two years of post graduation. Regular and timely assessment from beginning to end of the course maintaining transparency and the opportunity to improve is the feature of assessment mechanism. Students are made aware with the criteria of assessment by displaying the marks structure on notice boar highlighting marks distribution. College displays the grades shortly after the submission of reports and viva-voce on notice board. It helps students to understand subject or in which criteria he / she has to focus. It also strengthens the value of transparency and a notion of integrity. Concurrent field work assessment after first

ten visits, grades of rural camps, study tour, orientation visits, etc. are being displayed timely. Punctuality and regular attendance in classes and in field area are given weightage and display on notice board every month.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The structure of the course consists, theory and practical. The course consists, the internal and external examinations. Internal exams are conducted by the faculty members. To facilitate the internal and external examinations, college has an exam department which looks after all the examinations. Right from paper setting to assessment are done by this department. A faculty member is appointed as exam coordinator.

This department conducts the internal exams in co-ordination with the concerned faculty members. The mechanism to facilitate the exam is as under.

- Internal exam scheduled is prepared in the staff meetings.
- The concerned faculties prepare question set and submit to the department.
- The faculty members supervise the examination process
- The answer sheets are assessed by the concerned faculty members.
- If any problem arises or gets any complaint from the students, the complaint is referred to the co-ordination committee. The concerned committee inquires in the matter and submits the report to the principal within seven days from the date of receipt of the complaint.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The student will be well acquainted with the skills of problem solving process, skill in communicative writing and documentation; and achieve professional development in terms of knowledge, skills and attitude. Student also understands social systems, theories and they acquire principles, techniques and tools. Specific outcome:- 1. The student will be able to practice this profession 2. They will be able to identify the problems/issues and intervene properly. 3. Able to solve the problems of individual, group and community. 4. Able to undertake research work independently 5. Able to practice case work, group wok, community organization, social welfare administration and social action for welfare of the society. 6. They will be able to work effectively in the fields of social work such as family welfare, child welfare, aged welfare etc. 7. Demonstrate ethical and professional behavior 8. Engage diversity and difference in practice Course outcome:- 1. Demonstrate ethical and professional behavior. 2. Engage diversity and difference in practice. 3. Advance human rights and social, economic, and environmental justice. 4. Engage in research and research-informed practice. 5. Engage in policy practice. 6. Engage with individuals, families, groups, organizations and communities. 7. Assess, evaluate and intervene with individuals, families, groups, organizations, and communities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	View File

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

1. The college prepares academic calendar, the syllabus is distributed among all faculty members. This syllabus is also circulated to the students and if necessary it is translated into local language (Marathi) for better understanding of the content.

2. The course teacher explains the learning objectives and outcome of the course.

3. In social work, evaluation is continuous process, through

individual and group conferences, students are evaluated in terms of learning objectives of the theory and practical. There is mid-term evaluation of theory and field work, the grades are displayed on notice board.

4. After completion of the field work activities such as orientation visits, concurrent field work, rural camp, study tour etc. the student presents their task/assignments and this activity is assessed.

5. Seminar presentation: - the Issues are given to the students on the basis of issues identified during the field work and assessed at the time of presentation and report submission.

6. The attainment of the programme outcome is being assessed by allotting the seminars on theory and its presentation.

7. Teaching diaries are prepared by the staff and submit to the college at the end of semester.

8. The outcome of the programme is evaluated by conducting internal assessment of field work activities and conducting internal theory exam etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

33

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://www.manavlokcollegeofsocialwork.co.in/img/Student%20Satisfaction%20Survey%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

19

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

07

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

14

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

3.3 - Extension Activities

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

Manavlok's College of Social Work, Ambajogai is a reputed institute of social work education. All activities are conducted for sensitize the student to deal with various social issues and to develop comprehensive professional skills in them. Field work is a part and parcel of social work education. Students get an opportunity to exercise their skills and apply knowledge and methods of social work. First year students placed in school settings whereas second year students do their fieldwork in community. Health awareness, self help group meetings, poster exhibition and presentation of relevant information, distribution of masks, creating awareness about child rights and to stop the child marriage, immunization programmes are the major activities conducted in the fieldwork. These activities are conducted after need analysis and diagnosis of problems. Working with individuals, Group work, Community organization are the direct methods of social work. Along with this social work research, social welfare administration and social action are the important methods to deal with various socioeconomic problems in the society. Birth anniversaries and commemorative days also celebrated in the fieldwork. Fieldwork supervisor guide students to conduct such activities and improve skills with proactive approach.

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

3.3.2 - Number of awards and recognitions received for extension activities from government

/ government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies 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)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - 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

3.3.3.1 - 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

03

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

77

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

37

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

06

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The physical facilities available in college are made available to the students after confirmation of their admission to MSW course. The college is having the physical facilities such as Classrooms, well equipped seminar hall, Computer lab, auditorium, Student's Room, ground etc. for using physical facilities of the college no extra charges are taken from the student or staff. Classroom are well-equipped with LCD and Smart TV, the students can use these facilities for their academic purpose such as presentation and social related movies/clips etc. in library the computer with internet facilities are provided for the students. To access the infblibnet facilities, User id and passwords have been generated and given to the staff and students, by using this password and user id students can access the e-journal. All the computers available in the college are connected with LAN facilities.

The computers in office and library are having UPS facilities. The computers with internet fasciitis are provided to the faculty members and made available in library and office of the college. The faculties having research project a laptop facilities is provided.

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

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

College of social work has adequate facilities for cultural activities, sports games etc. College has 10000 sqf auditorium for conducting cultural activities and indoor games. Apart from this college has 43000 sqf ground for outdoor

College has following facilities

Facilities for cultural activities

1.stage:- curtain, lights, sound systems, chairs, mats, changing room, dupatta-23, turban-15, 31 long shirts for street play and mime, portable mike system, harmonium, Daphali, Dholki

Facilities for sports, games

Indoor game facilities:- carom, Chess,

Outdoor:- cricket kite, volley ball kit, Kabbadi kit, shuttle cock, volley ball ground, Kabbadi ground etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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)

23.38

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

4.2 - Library as a Learning Resource

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

College Library Related to Social Work Reference Books, Dictionary Encyclopedia, Philosophy, Sociology, Political Research Women and Child Welfare Women's Development Law, Management, Feminist Literature, Fine Literature, Fiction Novel Autobiography, Character etc. as well as Competitive Examination. Set net and stomach reference literature and social work related journals. Marathi and English news papers as well as magazines and Diwali issues are available for readers to read and there are total of 6011 books in the library.

The library of Manavlok Social Work College has been computerized since 2013. The Libman Library software for the library was purchased in 2013. Subsequently, the upgraded version of Cloud Based Library Management Software was purchased in 2020-2021 for Rs. 23600.

Software link – http://libcloudmastersofterp.in

www.libcloud.mastersofterp.ac.in

Library Facilities and Services

The library has been computerized and the books are distributed to the readers online. The students are given instructions through mobile Whats App as well as they are sent various links about e-books, e-journals in the library. W-list for resources, M-opac / internet, Reference Services Home Lending, Dissertation, Book expedition, new Arrival Display Issue wise paper News paper Clipping Service Book Review New Book List etc. Services and facilities are provided by the library.

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

4.2.2 - The institution has subscription for the **C. Any 2 of the above**
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

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

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

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

0.38297

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

13

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

College has IT facilities including WI-FI and regularly updated.

Following IT facilities updated during the year 2021-22

Sr No.

Particulars

Update/renew/maintenance

1

Legal tallies account software

Renewed

2

Anti-virus

Renewed

3

3 computer

Formatted

4

Zoom app and google meet for teaching

Subscribed

5

College website

Updated

6

N-list

Subscribed

7

Libman cloud management software for library

Updated

8

Photocopy machine including printer

Regular maintenance

9

Campus Wi-Fi (Jio)

jio

10

Campus Wi-Fi (Idea)

Idea

11

CCTV

Regular update and maintenance

12

LED Smart TV

Regular maintenance

02-01-2023 12:40:02

13

UPS inverter

Regular maintenance

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

4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

35.68241

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

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

- **For using physical facilities of the college no extra charges are taken from the student or staff.**
- **The student can use this facility free of cost. To access the infblibnet facilities, User id and passwords have been generated and given to the staff and students, by using this password and user id students can access the e-journal.**
- **The campus is cleaned by all the staff members on every Thursday; the efforts are being made to keep the campus clean and plastic free.**
- **The greenery is maintained by the gardener appointed by the college.**
- **Library: There is a library committee which observes the library, recommends the books to be purchased and suggestions for improvement.**
- **Demand system: - college has a demand book, this book is used for official photo copies, printing, stationary, equipment, computer and software purchase etc. Principal in consultation with management confirms the purchasing materials for the college. Before placing the order above, quotations are invited and by considering the lowest rate, order is placed.**

Sports: - sport items are noted in this register besides this an issue receiving registered is maintained. For purchasing new sport items, order is placed after getting quotations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

57

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

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

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

60

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

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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

79

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

79

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

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

A. All of the above

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

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

20

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

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

5.2.2.1 - Number of outgoing student progression to higher education

05

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

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

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

government examinations) during the year

`0`

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

`0`

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

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)

Student Council: - Student councils scheduled is prepared by Dr Babasaheb Ambedkar Marathwada University, Aurangabad, however, this year university has not provided the guidelines.

Rural Camp Committee:- the camp co-ordinator forms the various committees to facilitate the activity and programme during the camp such as food committee, cultural programme committee, reporting committee.

Study Tour Committee: - while organizing study tour college forms

the various committees for study tour. Travelling committee, food committee and reporting committees are the common committees in study tour.

Social Justice and Empowerment cell: - The cell consists eight members which belonging to faculties and the student's representatives of the SC/ST and other backward class.

Internal Complaint Committee:- This committee is also mandatory to every college to ensure women friendly environment and sensitize students and employee with the law. The tenure of the committee is for three years.

Cultural Committee:- The committee members of this committee participate in planning and implementation of activities for the annual gathering.

Sports Committee: - college have a sport committee, this committee participate in arranging sports activities at the college.

College Development Committee:-there is a student representative on this committee, which participates in college development committees meeting.

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

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

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

02

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

5.4 - Alumni Engagement

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

College invites, the alumni to share their experiences in various fields, scope of the fields, required capacity and competencies, how to prepare for competitive exams and deliver lectures on their expertise. The academic year 2021-2022, college invited alumni.

Mr Vinod Thombre delivered lecture on watershed development on date 11.04.2020. In this lecture he focused on the importance of the water, different methods of water conservation and so on. This lecture was benefited to the students who have enrolled for water literacy course to get additional knowledge about water shed development

On 11.05.2022 Mr Sanjay Gaikwad, Taluka Co-ordinator NRLM discussed with the students about NRLM schemes in detailed, which was useful to the students to understand the schemes as well as too aware the women's of SHG in local community during field work.

On 23.03.2022 Mr Ajit kankariya And Manavlok college of social work conducted programme in the college premises for Asha Worker of Ambajogai taluka in which 172 Asha workers were given health kits for their memorable work during covid-19. On the 1st April 2022 alumni of the college donated blood on the occasion of annual day of manavlok. Mr. Pawan Girwalkar and Mahadev Chunche also delivered lecture in college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:-

- **Reshaping the Society through Social Work Education.**

Mission:-

- **Strengthening the skill and values of social work to encompass social development and promotion of social welfare and social justice.**

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

To reflect the vision and mission in governance college has formed various committees and co-coordinators to facilitate the governance. Teachers participate in the following decision making bodies.

IQAC committee, college development committee are the important committees constituted in our college to take the decision regarding quality maintenance and development. Apart from this there are various decision committees such as admission committee, discipline and monitoring committees. for academic purpose college has appointed co-ordinators such as field work co-ordinators, orientation visit co-ordinators, rural camp and study tour co-

ordinators, block placement co-ordinators etc. these co-ordinator participated in decision making regarding academic activities.

As per university guidelines, college has constituted following committees represented by the teachers such as Anti-ragging committee, vishakha samiti, a committee on Prevention of Sexual Harassment at Workplace headed by senior female faculty, SC/ST cell, Grievances Redressal committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Decentralization in management

Decentralization of the power has always been highlighted in the procedure of administration. Our institution implicates many such mechanisms to involve the staff in achieving the ultimate goal of the mission at college level.

Coordinators for focused activities – Coordinators appointed among the staff for focused activities. There are coordinators appointed for the following area:-

Field work coordinators, study tour co-ordinator, rural camp co-ordinator, research coordinator, Employment Guidance cell, exam co-ordinator etc.

Constitute committees – There are many more committees formulated to regularize the code of conduct, legislation under the student centering value of social justice, equality and development. A committee on Prevention of Sexual Harassment at Workplace headed by senior female faculty , SC/ST cell, Redressal committee, IQAC etc all these committees and their aims are discussed before shouldering the responsibilities. All committees prepare plan and coordinate the support to execute the plan.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

in the beginning of the academic year, an annual plan is prepared in the meeting in consultation with all the staff members. A annual plan includes, curricular, co-curricular and extracurricular activities and its plan of execution. The tasks are distributed among the faculty members. Due to pandemic this year, most of the academic activities were performed by online mode. Teaching and evaluation were completed by using apps.

Apart from teaching field work is one of the activity which was undertaken by the college during pandemic. For the purpose of field work, the students were equally distributed among the faculty members. Due to restriction on mobility due to corona, college has taken decision to place the student for field work at their native place. By creating the field work group, faculties supervised the field work activities. all the instructions for supervision were given through group and students were instructed to submit the activity report on Whatsapp group. Besides this, research activities were also completed by the students by online mode. The research supervisors were remaining in touch with the students under their supervision.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	[file:///D:/AQAR%202021-22/6.2%20Strategic%20plan%20and%20Deployment.pdf](#)
Upload any additional information	**No File Uploaded**

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.

Various committees have been formed for smooth administration of

the college. The college development committee has been established in the college as per UGC and university rules. The committee meets four times a year. The strategic decisions of the college are taken in this committee.

At the beginning of the academic year, an annual plan is prepared by meeting all the teachers and teaching staff. The committee performs the tasks assigned to it according to the action plan. The decisions taken in the meeting of the committee are discussed in the monthly meeting and implemented.

In addition, the college has a library book purchase committee, internal audit committee, social justice and empowerment committee, internal grievance redressal committee, research advisory committee, anti-ragging committee etc. If a student or employee has lodged a written complaint to the principal, the principal will forward the complaint to the concerned committee. The committee inquires into the matter and submits its report to the principal. The report of this committee is presented before the weekly meeting, monthly meeting, and quarterly meeting and in the meeting of college development committee. according to the report, the committee takes the decision.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.manavlokcollegeofsocialwork.co.in/IQAC.aspx
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Every institution maintains a healthy teamwork by providing welfare facilities to its staff as well. Our college sincerely adapts principle of welfare to make the functionaries comfortable to adore their task and development. It provides number of welfare services to teaching staff for the academic enrichment. Every teacher has got a separate cabin containing required facilities like table, fan, cupboard, free Wi-Fi connectivity, sitting arrangement for conducting Individual and group conference, files, papers, a separate seating arrangement in the library, enlist login for academic advancement, playground, drinking water and sanitation facilities, regular cleaning, first aid etc. are being made available to all the teaching and non teaching staff. Quarters for non-teaching staff are provided in the campus. All staff gets felicities on their birth dates.

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

05

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

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

Institution conducts performance appraisal of teaching staff by adopting various methods such as Performance Based Appraisal Systems (PBAS). All the teaching staff of the institution fill this prescribed form every year which will help them to evaluate themselves, it also encourages them for give their excellent performance. This is a authentic document which help the institution to evaluate the teaching staff which will be remarked by the principal. Teaching staff submit their teaching diaries at the end of each semester, which includes the plan of action about their respect subjects, date and time of class conducted, classroom attendance. It also includes the information about seminar, conferences, workshops, faculty development programme, orientation, refresher courses, books, articles published during the year.

Institution conducts monthly two meeting one with only principal and staff and another is with secretary and all the staff of college to discuss the difficulties and plan of action.

Another system for performance evaluation of non-teaching is self assessment report as per government of Maharashtra which is mandatory and it will be filled by the employees. It will be evaluated by the principal of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

College conduct regularly internal and external audit.

Internal audit:-

Our institution has appointed Mr. Roham Anna, accountant of our organization as internal auditor, as per requirement or twice in a year he is invited for internal audit. The receipts, expenditure etc are checked and if necessary suggested for improvements.

Principal constituted an internal audit committee to look after the audit. This team consists, principal of, accountant and senior clerk. Under the chairmanship of principal, the receipts, bill, vouchers etc are verified by this team.

External audit:-

as per requirement or annually the services of external chartered accountants are taken. This year our institution has taken the services from CA. Amit Randadand Shantanu Joshi, Ambajogai.

Mechanism for settling audit objections:-

The objections by external auditor are presented before internal audit committee. This committee fulfills the discrepancies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

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

0

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

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

The sources of funds for our college are as below.

1. **Salary grant: - college receives the salary grant from the department of social justice and empowerment, government of Maharashtra.**
2. **Non-salary grant: - college receives non-salary grant. This calculated as the eight percent to the salaries of staff as per 4th pay commission. Through this source college receives around Rs. 80000 per annum.**
3. **Fees: - college receives the fees as per Dr Babasaheb Ambedkar Marathwada University, Aurangabad and state government of Maharashtra.**
4. **Minor and major research project: - receives grants from various research projects, College get institutional charges from this project.**
5. **Subscription of research journal: - through the subscription of this journal, college gets funds.**
6. **Research centre fees: - college has a recognized research centre, Dr. Babasaheb Ambedkar Marathwada University; Aurangabad allots the students to our research centre. The college receives the fees from the registered students as per university rule.**

Optimal utilization of resources:-

The funds raised through various sources are used for library up-gradation, book purchase, infrastructure development etc

The college development committee takes the review of the fees collected through various resources and its utilization in meeting.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

At the beginning of the academic year, academic calendar is prepared, and annual activities are distributed among the faculty members. Apart from this, at the beginning of the each semester, the syllabus is distributed among the faculty members. In addition to this, the students are allotted for field work to faculty in equal number. At the end of each semester internal assessment on theory and field work is conducted. The IQAC always insists to follow modern methods of teaching, as its result faculties are using modern methods of teaching.

The feedback from the students, parents, and teachers are the source for improvement. The suggestions received from the feedback by student, alumni, parent and teacher are discussed and action taken According to the suggestions by the IQAC for improvement. As part of action regarding feedback from students, college has taken initiatives to shift the library at new place with ample facility to the students. The software used for administration and library are upgraded and renewed. At the end of each semester, the review of teaching is taken, faculties submit their teaching diaries, individual/group conference record etc. this year college has started add-on/certificate/value added and certificate courses/programmes for each semester.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

At the beginning of academic year, academic calendar is prepared, displayed and circulated to staff members and it's followed strictly. In the meeting syllabus is equally distributed among faculty members. Field work placement is made semester wise and allotted equally to the faculties and distributed the list to the faculties which help them to maintain their students IC/GC records and field work supervision to their respective agencies/communities. All the newly admitted students have to compulsorily attend the orientation programme in which they are made aware of philosophy and uniqueness of the institution and also the teaching learning process. Attendance of the students is taken in the morning assembly and all important announcements are made in this session. Discipline committee continuously monitor the student discipline in all space. The classroom status is displayed on the notice board which helps students to improve their students. In the monthly meeting, principal take reviews of the academic work distributed work. In this meeting the review of syllabus, field work, and assignment is taken. Internal exams and individual and group conferences are helping for continuous evaluation of students for their progression and reviews of monthly meeting and IQAC recommendation are helpful for teaching -learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equality is promoted in our institutions. We provide gender friendly environment in the campus. Since beginning of the academic deliberate efforts are made to maintain the gender equality. Deliberately mix groups are made for presentation and management of the events and activities. For field work activates mix groups are deliberately made and allotted the institutions for field work. While seating in the classrooms, students are encouraged to seat together. Field work and academic assignments are given to the mix group so that, these students perform the activities together. The girls are encouraged to acquire skills in made dominated fields like stage courage, leadership in group tasks etc. more over importantly, on every Thursday campus cleaning campaign is observed. The distribution of the cleaning work is given to all the students without considering gender role, for example cleaning and sweeping campus is given to the male students with female students. Students are promoted to perform the role plays and street plays on gender equality. The practices like writing name of a mother with father are being adapted in daily procedure of the administration. The workshops and seminars are also organized to promote gender equality.

File Description	Documents
Annual gender sensitization action plan	http://www.manavlokcollegeofsocialwork.co.in/img/7.1.1%20Gender%20Sensitization%20Action%20Plan%202020-21.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

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

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

With smart initiatives like Waste Management is helping colleges achieve a higher level of environmental performance. By reusing or recycling we are: Contributing to the conservation of natural resources, saving energy, helping to protect the environment. We will also reduce our impact on the environment by minimizing the carbon emissions associated with both disposing of old products and obtaining new ones. Nydep / Solid Waste Management: Manavlok College adopts environment friendly practices and takes necessary actions such as energy conservation, waste recycling, carbon neutral etc. In Manavlok College Campus two Nydep has been built for Solid waste manganese the size of each Nydep 4*6*4 feet. In every same organic fertilizer made through Nydep is uded for campus trees and plantation. The biological reusable waste generatedis processed as organic manure for the plants available in the college campus and the other solid waste generated in the college campus for recycling and disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit **B. Any 3 of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File]()

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

E. None of the above

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

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

Manavlok's college of Social Work strives to initiate environment in the campus that lead the socio economic sovergnity. It provides

opportunitie to sustain the feeling of homogeneity and harmony through organizing many innovative programs. Students from the joining the institution coop up in the campus environment which emphasizes on the equality practicing the norms like nobody being called by the surname to avoid cast identity or share their tiffin with all sitting together in lunch break. Even teaching and non teaching staff also calls each other by their first name that adhere the harmony. Thus the new students learn the value of secularism. Students are being provided such opportunity to understand and respect the religious values through arranging lectures on religious harmony. They perform acts and folk songs of various communities and celebrate cultural day with wearing traditional costumes. It makes them understand the uniqueness in different cultures and unity in the diversity. Students exercise social work values in poor and unprivileged communities understanding the dignity, respect, social justice with the effect of Indian constitution

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

College starts with National Anthem daily at 10:25 am. On every Thursday "Shramadan" (cleaning the campus) is compulsory to both, students and employees.

The curriculum is also concern with human rights, fundamental rights, duties, responsibilities, values. At the time of teaching discussion was made with the student regarding the role of every citizen and constitutional obligations in our day to day life.

College constituted a social justice and empowerment cell to protect, resolve and remedial mechanism of fundamental rights, human rights and values of SC, ST, OBC, VJNT and Minorities students. According to these guidelines college has constituted Social Justice and Empowerment Cell, to make availability of constitutional obligations of human and fundamental rights, educational enhancement and support them to move forward for backward category students.

The institution celebrates Independence day, Republic day, University day (23rd August, Marathwada Mukti Sangram day (17th September), University Namvistar Day (14th January) and Maharashtra Day (1st May).

Numerous personalities address the importance of freedom, struggle of freedom fighters, significance of preserving constitutional rights and values.

The institution celebrates constitution day on 26th November and read the preamble of constitution and take oaths for follow the better citizenship.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

Manavlok's College of Social Work, Ambajogai is a reputed institute of social work education. All activities are conducted for sensitize the student to deal with various social issues and to develop comprehensive professional skills in them. Day celebration is a part of co curricular activities implemented with the participation of management, teachers, students and the well known personalities in the social field. It gives immense opportunity to students to participate in such knowledge based programme organised on the occasion of day celebration. College utilize this opportunity of day celebration to enhance the knowledge of students and to give them opportunity to express their skills. Programmes conducted like speech of knowledgeable persons, guidance and experience sharing by social activist Bhumika exhibition, Sanvidhan Gourav Pariksha, Gandhi Vichar Sanskar Pariksha etc. In the academic year 2021-2022 college conducted 25 day celebration programmes. Birth anniversary and commemoration days of social reformers and patriots, national festivals like Independence Day, Republic Day etc. are celebrated as per the rules of University. Blood donation camp was also organised. It inculcates the sense of responsibility towards society, nation and the whole world, with development of humanitarian approach.

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

7.2 - Best Practices

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

Best Practices-02

1. Title of the Practice

Student-Parent-Teacher-Management Meet

2. Objectives of the Practice

- To orient the Master of Social Work programme to parent and students.
- To give information to parents and students about the rules and regulation of the college
- To provide a common platform to students, parent, teacher and management to share their thoughts about MSW education.
- To create feelings of ownership and responsibility among all above components of education process.
- To build rapport among all to make aware students and parents about regularity, punctuality and discipline of the college.

Best Practices-02

1. Title of the Practice

Soft Skill Development Programme

2. Objectives of the Practice

1. To develop the skills in resume and application writing for job,
2. To develop interview skill.
3. To develop an understanding of administrative records/procedure.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	**No File Uploaded**

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

This year college has taken the initiatives for launching the add-on value added course and programmes for regular students. The

courses are designed for each semester. Details of the courses are as under

1st semester: - ICT skills- this course was launched for the MSW 1st semester. It is intended to increase the familiarity of the students with ICT skills. ICT skills includes operating computer, using word, preparing PowerPoint presentation, use of email, excel sheets etc which are essential for the students.

2nd semester: - for this semester a value added course on "Design Project Proposal" was launched. This course includes how to prepare research proposal, proposal drafting, types of proposal, funding agency etc.

3rd semester: - "certificate course in school counselling" was launched for this semester. This course included theory and assignments. The course content includes importance, needs, scope, techniques and skills of counselling etc.

4th semester: - certificate course in water literacy which is approved by the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. This course is continued for 4th semester. The course includes theory and practical.

In this semester a programmes on soft skills was launched. This programmes includes how to write application for job, prepare resume, prepare for interview etc.

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

For effective curriculum delivery, the college at the beginning of the every semester calls staff meeting. In this meeting a wide discussion held on the course content and its execution. In this meeting, the curriculum for each semester is distributed among the faculty members.\. For maintaining the records of teaching, a teaching diary is given to every faculty members. This diary includes the date, day, topic covered and student's attendance etc. the concerned faculty maintains these diary updated and at the end of semester, it is submitted to the office. A time table for each semester is prepared and displayed on notice board.

Field work is an integral part of social work education. Two days in a week are reserved for field practice in institutions and open communities. Tuesday and Friday are the fieldwork days. To maintain the field work record, college provides an attendance diary and record book. The students have to submit the record on very next day to the concerned field work supervisors. Individual and group conferences are conducted as per the time table and its record is maintained.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://www.manavlokcollegeofsocialwork.co.in/img/academic%20calender%202021-2022.pdf

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

Our university provides the detailed programmes including opening of the college, commencement of classroom teaching, internal exams and theory exams. As per the schedule provided by the university, college conducts the examinations. The college prepares academic calendar including tentative dates of

assessment.

The college follows the CBCS pattern, as per university syllabus the assessment pattern is 20 marks for internal and 80 marks for external.

The assessment components such as concurrent field work, orientation visits, research dissertation, individual conference, group conference, communication skills, and viva-voce on concurrent fieldwork and orientation visits are also assessed by the internal and external examiner. The institution strictly follows the academic calendar and conducts the every activity in time. The in charge faculty members with the approval of principal, display the schedule of assessment.

As per instructions by the affiliating university and state government of Maharashtra during pandemic, the college has conducted all the internal and external assessment by online/ offline mode. For field work assessment, students Whatsapp group were created and through these groups students were submitting their field work report and assignments.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://www.manavlokcollegeofsocialwork.co.in/img/academic%20calender%202021-2022.pdf

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

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

1.2 - Academic Flexibility

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

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

1

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

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

81

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

81

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Ours college of social work is affiliated to Dr. Babasaheb Ambedkar Marathwada university, Aurangabad and follows the syllabus designed by the university. In the syllabus the crosscutting issues such as gender, environment, professional ethics etc are included. The syllabus consists combination of theory and practical i.e. field work. Through field work the activities related to the gender,environment etc are conducted moreover, at college level the programmes activities are also conducted. This year college organized online webinar which covers the crosscutting issues. Moreover, guest lectures are organized on gender, human values, environment etc. the efforts are made to give more exposure to the students through field work in institutions and communities.

this year webinar series was organized on the issues such as child development, social inclusion of autistic children, rural reconstruction, care and protection of senior citizens, youth and mental health, towards the dependency to independency, etc. on every third Thursday of the month, the studentpresents 'Bhumika' which consists presentation of write up on social issues. This Bhumika is displayed on the board and readers are expected to write their opinions on the views of the authors.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

81

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.manavlokcollegeofsocialwork.co.in/img/Feedback%20Analysis%20and%20Action%20Taken%202021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

81

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

35

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

In the beginning of the course students didn't adjust with the course due to its structure, college organizes the course orientation and introduces the social work course structure to the student. The students admitted to the course are equally distributed among the faculty members for the concurrent field work. These faculties by conducting individual and group conference with the student identify the strengths and weaknesses of the students. The efforts are made to minimize the weakness and strengthen the strengths by counseling in individual conferences.

The college, throughout year organizes, orientation visits, Group discussion, seminar/workshops on various issues, college participate all the students in this activity. Films/documentary on social issues were arranged and held discussions on it. For the student, the faculty members use to translate the syllabus in local language, state the recommended books, suggest the journals to read. Moreover, college provides free internet facility to the students. In the library computer systems with internet facility are provided to the students.

For the development of the students, college organizes classes for competitive exams and students are encouraged to participate and apply for competitive exams

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
81	6

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

For enhancing learning experiences the faculty member follows, lecture method, interactive method, project and field work method, exposure method etc. Teaching and learning activities are made effective by these practices.

Orientation to social work fields:- orientation visits are organized to give exposure of agencies to the students.

Field exposure:- The student practices the social work intervention methods on the fields.

Dissertation:- On this topic student has to prepare a research dissertation by following the research process.

Interactive Methods:-. In the classroom, every faculty members conducts the discussion on the topic. Question answering is a common practice take place during the classroom teaching.

Use of board: - white board is used for teaching.

ICT Enabled Teaching:- ours is Wi-Fi enabled campus. LCD projector and Smart TV are used for teaching purpose. The teacher use PPT, documentary movies, video clips related to curriculum.

Student Seminars:- The student has to present on the topic and submit the presentation report to the college

Block placement:- Under this activity, the students are placed in agencies to understand the administration, activities and programmes implemented by the organization etc.

Whatsapp groups:- college creates year wise Whatsapp group i.e MSW 1st year and MSW 2nd year.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

During the academic year 2021-22, due to COVID19, the state government of Maharashtra and our home university, issued instructions for online/offline teaching. As per instructions college faculties conducted online/offline classes. Teachers in the college used various ICT tools for teaching such as Google meet, zoom, video and audio clips, YouTube links, PPTs etc. Google class room is used to manage and post course syllabus, teaching materials, quiz, submission of assignments which is useful in teaching learning process and it also enhance learning experience of the students. Teachers prepared Whatsapp groups of their respective subjects, these groups were used to send notices, class time table, links for daily classes, topic related YouTube links, were also shared on Whatsapp groups.

In offline mode, teacher uses PPT, video clips/ documentary films etc. for each class a separate Whatsapp group is created and through this group instructions and teaching materials/web links are provided to the students. The information about the e-resources and access links are also shared with students

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

6

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	*View File*
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	*View File*

2.4 - Teacher Profile and Quality

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

6

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

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

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

07

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	*View File*

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

2.4.3.1 - Total experience of full-time teachers

7

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

Assessment of students through various mode of evaluation is one of the significant components in the course of MSW. Internal assessment is a means to improve the performance of the student at various stages of the course. Students are provided information regarding the mode of assessment besides internal theory examination; fieldwork practicum covers major part of evaluation in two years of post graduation. Regular and timely assessment from beginning to end of the course maintaining transparency and the opportunity to improve is the feature of assessment mechanism. Students are made aware with the criteria of assessment by displaying the marks structure on notice boar highlighting marks distribution. College displays the grades shortly after the submission of reports and viva-voce on notice board. It helps students to understand subject or in which criteria he / she has to focus. It also strengthens the value of transparency and a notion of integrity. Concurrent field work assessment after first ten visits, grades of rural camps, study tour, orientation visits, etc. are being displayed timely. Punctuality and regular attendance in classes and in field area are given weightage and display on notice board every month.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

The structure of the course consists, theory and practical. The

course consists, the internal and external examinations. Internal exams are conducted by the faculty members. To facilitate the internal and external examinations, college has an exam department which looks after all the examinations. Right from paper setting to assessment are done by this department. A faculty member is appointed as exam coordinator.

This department conducts the internal exams in co-ordination with the concerned faculty members. The mechanism to facilitate the exam is as under.

- Internal exam scheduled is prepared in the staff meetings.
- The concerned faculties prepare question set and submit to the department.
- The faculty members supervise the examination process
- The answer sheets are assessed by the concerned faculty members.
- If any problem arises or gets any complaint from the students, the complaint is referred to the co-ordination committee. The concerned committee inquires in the matter and submits the report to the principal within seven days from the date of receipt of the complaint.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The student will be well acquainted with the skills of problem solving process, skill in communicative writing and documentation; and achieve professional development in terms of knowledge, skills and attitude. Student also understands social systems, theories and they acquire principles, techniques and tools. Specific outcome:- 1. The student will be able to practice this profession 2. They will be able to identify the problems/issues and intervene properly. 3. Able to solve the problems of individual, group and community. 4. Able to undertake research work independently 5. Able to practice case work, group wok, community organization, social welfare

administration and social action for welfare of the society. 6.
They will be able to work effectively in the fields of social
work such as family welfare, child welfare, aged welfare etc.
7. Demonstrate ethical and professional behavior 8. Engage
diversity and difference in practice Course outcome:- 1.
Demonstrate ethical and professional behavior. 2. Engage
diversity and difference in practice. 3. Advance human rights
and social, economic, and environmental justice. 4. Engage in
research and research-informed practice. 5. Engage in policy
practice. 6. Engage with individuals, families, groups,
organizations and communities. 7. Assess, evaluate and
intervene with individuals, families, groups, organizations,
and communities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

1. The college prepares academic calendar, the syllabus is
distributed among all faculty members. This syllabus is also
circulated to the students and if necessary it is translated
into local language (Marathi) for better understanding of the
content.

2. The course teacher explains the learning objectives and
outcome of the course.

3. In social work, evaluation is continuous process, through
individual and group conferences, students are evaluated in
terms of learning objectives of the theory and practical. There
is mid-term evaluation of theory and field work, the grades are
displayed on notice board.

4. After completion of the field work activities such as
orientation visits, concurrent field work, rural camp, study
tour etc. the student presents their task/assignments and this
activity is assessed.

5. Seminar presentation: - the Issues are given to the students on the basis of issues identified during the field work and assessed at the time of presentation and report submission.

6. The attainment of the programme outcome is being assessed by allotting the seminars on theory and its presentation.

7. Teaching diaries are prepared by the staff and submit to the college at the end of semester.

8. The outcome of the programme is evaluated by conducting internal assessment of field work activities and conducting internal theory exam etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

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

33

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

<u>http://www.manavlokcollegeofsocialwork.co.in/img/Student%20Satisfaction%20Survey%202021-22.pdf</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

19

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

07

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

14

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

3.3 - Extension Activities

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

Manavlok's College of Social Work, Ambajogai is a reputed institute of social work education. All activities are conducted for sensitize the student to deal with various social issues and to develop comprehensive professional skills in them. Field work is a part and parcel of social work education. Students get an opportunity to exercise their skills and apply knowledge and methods of social work. First year students placed in school settings whereas second year students do their fieldwork in community. Health awareness, self help group meetings, poster exhibition and presentation of relevant information, distribution of masks, creating awareness about child rights and to stop the child marriage, immunization programmes are the major activities conducted in the fieldwork. These activities are conducted after need analysis and diagnosis of problems. Working with individuals, Group work, Community organization are the direct methods of social work. Along with this social work research, social welfare administration and social action are the important methods to deal with various socioeconomic problems in the society. Birth anniversaries and commemorative days also celebrated in the fieldwork. Fieldwork supervisor guide students to conduct such activities and improve skills with proactive approach.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies 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)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - 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

3.3.3.1 - 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

03

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

77

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

37

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

06

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The physical facilities available in college are made available to the students after confirmation of their admission to MSW course. The college is having the physical facilities such as Classrooms, well equipped seminar hall, Computer lab, auditorium, Student's Room, ground etc. for using physical facilities of the college no extra charges are taken from the student or staff. Classroom are well-equipped with LCD and Smart TV, the students can use these facilities for their academic purpose such as presentation and social related movies/clips etc. in library the computer with internet facilities are provided for the students. To access the infblibnet facilities, User id and passwords have been

generated and given to the staff and students, by using this
password and user id students can access the e-journal. All the
computers available in the college are connected with LAN
facilities.

The computers in office and library are having UPS facilities.
The computers with internet fasciitis are provided to the
faculty members and made available in library and office of the
college. The faculties having research project a laptop
facilities is provided.

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

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

College of social work has adequate facilities for cultural
activities, sports games etc. College has 10000 sqf auditorium
for conducting cultural activities and indoor games. Apart from
this college has 43000 sqf ground for outdoor

College has following facilities

Facilities for cultural activities

1.stage:- curtain, lights, sound systems, chairs, mats,
changing room, dupatta-23, turban-15, 31 long shirts for street
play and mime, portable mike system, harmonium, Daphali, Dholki

Facilities for sports, games

Indoor game facilities:- carom, Chess,

Outdoor:- cricket kite, volley ball kit, Kabbadi kit, shuttle
cock, volley ball ground, Kabbadi ground etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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)

23.38

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

4.2 - Library as a Learning Resource

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

College Library Related to Social Work Reference Books, Dictionary Encyclopedia, Philosophy, Sociology, Political Research Women and Child Welfare Women's Development Law, Management, Feminist Literature, Fine Literature, Fiction Novel Autobiography, Character etc. as well as Competitive Examination. Set net and stomach reference literature and social work related journals. Marathi and English news papers as well as magazines and Diwali issues are available for readers to read and there are total of 6011 books in the library.

The library of Manavlok Social Work College has been computerized since 2013. The Libman Library software for the library was purchased in 2013. Subsequently, the upgraded version of Cloud Based Library Management Software was purchased in 2020-2021 for Rs. 23600.

Software link – http://libcloudmastersofterp.in

www.libcloud.mastersofterp.ac.in

Library Facilities and Services

The library has been computerized and the books are distributed to the readers online. The students are given instructions through mobile Whats App as well as they are sent various links about e-books, e-journals in the library. W-list for resources, M-opac / internet, Reference Services Home Lending, Dissertation, Book expedition, new Arrival Display Issue wise paper News paper Clipping Service Book Review New Book List etc. Services and facilities are provided by the library.

File Description	Documents
Upload any additional information	View File
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	C. Any 2 of the above

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

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

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

0.38297

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

13

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

College has IT facilities including WI-FI and regularly updated.

Following IT facilities updated during the year 2021-22

Sr No.	Particulars	Update/renew/maintenance
1	Legal tallies account software	Renewed
2	Anti-virus	Renewed
3	3 computer	Formatted
4	Zoom app and google meet for teaching	Subscribed
5	College website	Updated
6	N-list	Subscribed
7	Libman cloud management software for library	

Updated

8

Photocopy machine including printer

Regular maintenance

9

Campus Wi-Fi (Jio)

jio

10

Campus Wi-Fi (Idea)

Idea

11

CCTV

Regular update and maintenance

12

LED Smart TV

Regular maintenance

13

UPS inverter

Regular maintenance

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

4.3.2 - Number of Computers	
19	

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

35.68241

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

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

- **For using physical facilities of the college no extra charges are taken from the student or staff.**

- The student can use this facility free of cost. To access the infblibnet facilities, User id and passwords have been generated and given to the staff and students, by using this password and user id students can access the e-journal.
- The campus is cleaned by all the staff members on every Thursday; the efforts are being made to keep the campus clean and plastic free.
- The greenery is maintained by the gardener appointed by the college.
- Library: There is a library committee which observes the library, recommends the books to be purchased and suggestions for improvement.
- Demand system: - college has a demand book, this book is used for official photo copies, printing, stationary, equipment, computer and software purchase etc. Principal in consultation with management confirms the purchasing materials for the college. Before placing the order above, quotations are invited and by considering the lowest rate, order is placed.

Sports: - sport items are noted in this register besides this an issue receiving registered is maintained. For purchasing new sport items, order is placed after getting quotations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

57

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

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

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

60

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

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

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

`79`

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

`79`

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

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

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

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

20

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

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

5.2.2.1 - Number of outgoing student progression to higher education

05

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

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

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)

Student Council: - Student councils scheduled is prepared by Dr Babasaheb Ambedkar Marathwada University, Aurangabad, however, this year university has not provided the guidelines.

Rural Camp Committee:- the camp co-ordinator forms the various committees to facilitate the activity and programme during the camp such as food committee, cultural programme committee, reporting committee.

Study Tour Committee: - while organizing study tour college forms the various committees for study tour. Travelling committee, food committee and reporting committees are the common committees in study tour.

Social Justice and Empowerment cell: - The cell consists eight members which belonging to faculties and the student's representatives of the SC/ST and other backward class.

Internal Complaint Committee:- This committee is also mandatory to every college to ensure women friendly environment and sensitize students and employee with the law. The tenure of the committee is for three years.

Cultural Committee:- The committee members of this committee participate in planning and implementation of activities for the annual gathering.

Sports Committee: - college have a sport committee, this

committee participate in arranging sports activities at the college.

College Development Committee:-there is a student representative on this committee, which participates in college development committees meeting.

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

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

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

02

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

5.4 - Alumni Engagement

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

College invites, the alumni to share their experiences in various fields, scope of the fields, required capacity and competencies, how to prepare for competitive exams and deliver lectures on their expertise. The academic year 2021-2022, college invited alumni.

Mr Vinod Thombre delivered lecture on watershed development on date 11.04.2020. In this lecture he focused on the importance

of the water, different methods of water conservation and so on. This lecture was benefited to the students who have enrolled for water literacy course to get additional knowledge about water shed development

On 11.05.2022 Mr Sanjay Gaikwad, Taluka Co-ordinator NRLM discussed with the students about NRLM schemes in detailed, which was useful to the students to understand the schemes as well as too aware the women's of SHG in local community during field work.

On 23.03.2022 Mr Ajit kankariya And Manavlok college of social work conducted programme in the college premises for Asha Worker of Ambajogai taluka in which 172 Asha workers were given health kits for their memorable work during covid-19. On the 1st April 2022 alumni of the college donated blood on the occasion of annual day of manavlok. Mr. Pawan Girwalkar and Mahadev Chunche also delivered lecture in college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:-

- Reshaping the Society through Social Work Education.

Mission:-

- Strengthening the skill and values of social work to

encompass social development and promotion of social welfare and social justice.

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

To reflect the vision and mission in governance college has formed various committees and co-coordinators to facilitate the governance. Teachers participate in the following decision making bodies.

IQAC committee, college development committee are the important committees constituted in our college to take the decision regarding quality maintenance and development. Apart from this there are various decision committees such as admission committee, discipline and monitoring committees. for academic purpose college has appointed co-ordinators such as field work co-ordinators, orientation visit co-ordinators, rural camp and study tour co-ordinators, block placement co-ordinators etc. these co-ordinator participated in decision making regarding academic activities.

As per university guidelines, college has constituted following committees represented by the teachers such as Anti-ragging committee, vishakha samiti, a committee on Prevention of Sexual Harassment at Workplace headed by senior female faculty, SC/ST cell, Grievances Redressal committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Decentralization in management

Decentralization of the power has always been highlighted in the procedure of administration. Our institution implicates many such mechanisms to involve the staff in achieving the ultimate goal of the mission at college level.

Coordinators for focused activities – Coordinators appointed

among the staff for focused activities. There are coordinators appointed for the following area:-

Field work coordinators, study tour co-ordinator, rural camp co-ordinator, research coordinator, Employment Guidance cell, exam co-ordinator etc.

Constitute committees – There are many more committees formulated to regularize the code of conduct, legislation under the student centering value of social justice, equality and development. A committee on Prevention of Sexual Harassment at Workplace headed by senior female faculty , SC/ST cell, Redressal committee, IQAC etc all these committees and their aims are discussed before shouldering the responsibilities. All committees prepare plan and coordinate the support to execute the plan.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

in the beginning of the academic year, an annual plan is prepared in the meeting in consultation with all the staff members. A annual plan includes, curricular, co-curricular and extracurricular activities and its plan of execution. The tasks are distributed among the faculty members. Due to pandemic this year, most of the academic activities were performed by online mode. Teaching and evaluation were completed by using apps.

Apart from teaching field work is one of the activity which was undertaken by the college during pandemic. For the purpose of field work, the students were equally distributed among the faculty members. Due to restriction on mobility due to corona, college has taken decision to place the student for field work at their native place. By creating the field work group, faculties supervised the field work activities. all the instructions for supervision were given through group and students were instructed to submit the activity report on Whatsapp group. Besides this, research activities were also completed by the students by online mode. The research

supervisors were remaining in touch with the students under their supervision.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	[file:///D:/AQAR%202021-22/6.2%20Strategic%20plan%20and%20Deployment.pdf]()
Upload any additional information	**No File Uploaded**

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.

Various committees have been formed for smooth administration of the college. The college development committee has been established in the college as per UGC and university rules. The committee meets four times a year. The strategic decisions of the college are taken in this committee.

At the beginning of the academic year, an annual plan is prepared by meeting all the teachers and teaching staff. The committee performs the tasks assigned to it according to the action plan. The decisions taken in the meeting of the committee are discussed in the monthly meeting and implemented.

In addition, the college has a library book purchase committee, internal audit committee, social justice and empowerment committee, internal grievance redressal committee, research advisory committee, anti-ragging committee etc. If a student or employee has lodged a written complaint to the principal, the principal will forward the complaint to the concerned committee. The committee inquires into the matter and submits its report to the principal. The report of this committee is presented before the weekly meeting, monthly meeting, and quarterly meeting and in the meeting of college development committee. according to the report, the committee takes the decision.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://www.manavlokcollegeofsocialwork.co.in/IQAC.aspx
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Every institution maintains a healthy teamwork by providing welfare facilities to its staff as well. Our college sincerely adapts principle of welfare to make the functionaries comfortable to adore their task and development. It provides number of welfare services to teaching staff for the academic enrichment. Every teacher has got a separate cabin containing required facilities like table, fan, cupboard, free Wi-Fi connectivity, sitting arrangement for conducting Individual and group conference, files, papers, a separate seating arrangement in the library, enlist login for academic advancement, playground, drinking water and sanitation facilities, regular cleaning, first aid etc. are being made available to all the teaching and non teaching staff. Quarters for non-teaching staff are provided in the campus. All staff gets felicities on their birth dates.

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

05

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

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

Institution conducts performance appraisal of teaching staff by adopting various methods such as Performance Based Appraisal Systems (PBAS). All the teaching staff of the institution fill

this prescribed form every year which will help them to evaluate themselves, it also encourages them for give their excellent performance. This is a authentic document which help the institution to evaluate the teaching staff which will be remarked by the principal. Teaching staff submit their teaching diaries at the end of each semester, which includes the plan of action about their respect subjects, date and time of class conducted, classroom attendance. It also includes the information about seminar, conferences, workshops, faculty development programme, orientation, refresher courses, books, articles published during the year.

Institution conducts monthly two meeting one with only principal and staff and another is with secretary and all the staff of college to discuss the difficulties and plan of action.

Another system for performance evaluation of non-teaching is self assessment report as per government of Maharashtra which is mandatory and it will be filled by the employees. It will be evaluated by the principal of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

College conduct regularly internal and external audit.

Internal audit:-

Our institution has appointed Mr. Roham Anna, accountant of our organization as internal auditor, as per requirement or twice in a year he is invited for internal audit. The receipts, expenditure etc are checked and if necessary suggested for improvements.

Principal constituted an internal audit committee to look after the audit. This team consists, principal of, accountant and

senior clerk. Under the chairmanship of principal, the receipts, bill, vouchers etc are verified by this team.

External audit:-

as per requirement or annually the services of external chartered accountants are taken. This year our institution has taken the services from CA. Amit Randadand Shantanu Joshi, Ambajogai.

Mechanism for settling audit objections:-

The objections by external auditor are presented before internal audit committee. This committee fulfills the discrepancies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

The sources of funds for our college are as below.

   1. Salary grant: - college receives the salary grant from

the department of social justice and empowerment, government of Maharashtra.

2. Non-salary grant: - college receives non-salary grant. This calculated as the eight percent to the salaries of staff as per 4th pay commission. Through this source college receives around Rs. 80000 per annum.

3. Fees: - college receives the fees as per Dr Babasaheb Ambedkar Marathwada University, Aurangabad and state government of Maharashtra.

4. Minor and major research project: - receives grants from various research projects, College get institutional charges from this project.

5. Subscription of research journal: - through the subscription of this journal, college gets funds.

6. Research centre fees: - college has a recognized research centre, Dr. Babasaheb Ambedkar Marathwada University; Aurangabad allots the students to our research centre. The college receives the fees from the registered students as per university rule.

Optimal utilization of resources:-

The funds raised through various sources are used for library up-gradation, book purchase, infrastructure development etc

The college development committee takes the review of the fees collected through various resources and its utilization in meeting.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

At the beginning of the academic year, academic calendar is prepared, and annual activities are distributed among the faculty members. Apart from this, at the beginning of the each semester, the syllabus is distributed among the faculty members. In addition to this, the students are allotted for field work to faculty in equal number. At the end of each

semester internal assessment on theory and field work is conducted. The IQAC always insists to follow modern methods of teaching, as its result faculties are using modern methods of teaching.

The feedback from the students, parents, and teachers are the source for improvement. The suggestions received from the feedback by student, alumni, parent and teacher are discussed and action taken According to the suggestions by the IQAC for improvement. As part of action regarding feedback from students, college has taken initiatives to shift the library at new place with ample facility to the students. The software used for administration and library are upgraded and renewed. At the end of each semester, the review of teaching is taken, faculties submit their teaching diaries, individual/group conference record etc. this year college has started add-on/certificate/value added and certificate courses/programmes for each semester.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

At the beginning of academic year, academic calendar is prepared, displayed and circulated to staff members and it's followed strictly. In the meeting syllabus is equally distributed among faculty members. Field work placement is made semester wise and allotted equally to the faculties and distributed the list to the faculties which help them to maintain their students IC/GC records and field work supervision to their respective agencies/communities. All the newly admitted students have to compulsorily attend the orientation programme in which they are made aware of philosophy and uniqueness of the institution and also the teaching learning process. Attendance of the students is taken in the morning assembly and all important announcements are made in this session. Discipline committee continuously monitor the student discipline in all space. The classroom status is displayed on the notice board which helps students to improve

their students. In the monthly meeting, principal take reviews of the academic work distributed work. In this meeting the review of syllabus, field work, and assignment is taken. Internal exams and individual and group conferences are helping for continuous evaluation of students for their progression and reviews of monthly meeting and IQAC recommendation are helpful for teaching -learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equality is promoted in our institutions. We provide

gender friendly environment in the campus. Since beginning of the academic deliberate efforts are made to maintain the gender equality. Deliberately mix groups are made for presentation and management of the events and activities. For field work activates mix groups are deliberately made and allotted the institutions for field work. While seating in the classrooms, students are encouraged to seat together. Field work and academic assignments are given to the mix group so that, these students perform the activities together. The girls are encouraged to acquire skills in made dominated fields like stage courage, leadership in group tasks etc. more over importantly, on every Thursday campus cleaning campaign is observed. The distribution of the cleaning work is given to all the students without considering gender role, for example cleaning and sweeping campus is given to the male students with female students. Students are promoted to perform the role plays and street plays on gender equality. The practices like writing name of a mother with father are being adapted in daily procedure of the administration. The workshops and seminars are also organized to promote gender equality.

File Description	Documents
Annual gender sensitization action plan	http://www.manavlokcollegeofsocialwork.co.in/img/7.1.1%20Gender%20Sensitization%20Action%20Plan%202020-21.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

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

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

With smart initiatives like Waste Management is helping colleges achieve a higher level of environmental performance. By reusing or recycling we are: Contributing to the conservation of natural resources, saving energy, helping to protect the environment. We will also reduce our impact on the environment by minimizing the carbon emissions associated with both disposing of old products and obtaining new ones. Nydep / Solid Waste Management: Manavlok College adopts environment friendly practices and takes necessary actions such as energy conservation, waste recycling, carbon neutral etc. In Manavlok College Campus two Nydep has been built for Solid waste manganese the size of each Nydep 4*6*4 feet. In every same organic fertilizer made through Nydep is uded for campus trees and plantation. The biological reusable waste generatedis processed as organic manure for the plants available in the college campus and the other solid waste generated in the college campus for recycling and disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	<u>View File</u>

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**E. None of the above**

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

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

Manavlok's college of Social Work strives to initiate environment in the campus that lead the socio economic sovergnity. It provides opportunitie to sustain the feeling of homogeneity and harmony through organizing many innovative programs. Students from the joining the institution coop up in the campus environment which emphasizes on the equality practicing the norms like nobody being called by the surname to avoid cast identity or share their tiffin with all sitting together in lunch break. Even teaching and non teaching staff also calls each other by their first name that adhere the harmony. Thus the new students learn the value of secularism. Students are being provided such opportunity to understand and respect the religious values through arranging lectures on religious harmony. They perform acts and folk songs of various communities and celebrate cultural day with wearing traditional

costumes. It makes them understand the uniqueness in different cultures and unity in the diversity. Students exercise social work values in poor and unprivileged communities understanding the dignity, respect, social justice with the effect of Indian constitution

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

College starts with National Anthem daily at 10:25 am. On every Thursday "Shramadan" (cleaning the campus) is compulsory to both, students and employees.

The curriculum is also concern with human rights, fundamental rights, duties, responsibilities, values. At the time of teaching discussion was made with the student regarding the role of every citizen and constitutional obligations in our day to day life.

College constituted a social justice and empowerment cell to protect, resolve and remedial mechanism of fundamental rights, human rights and values of SC, ST, OBC, VJNT and Minorities students. According to these guidelines college has constituted Social Justice and Empowerment Cell, to make availability of constitutional obligations of human and fundamental rights, educational enhancement and support them to move forward for backward category students.

The institution celebrates Independence day, Republic day, University day (23rd August, Marathwada Mukti Sangram day (17th September), University Namvistar Day (14th January) and Maharashtra Day (1st May).

Numerous personalities address the importance of freedom, struggle of freedom fighters, significance of preserving constitutional rights and values.

The institution celebrates constitution day on 26th November

and read the preamble of constitution and take oaths for follow the better citizenship.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

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

Manavlok's College of Social Work, Ambajogai is a reputed institute of social work education. All activities are conducted for sensitize the student to deal with various social issues and to develop comprehensive professional skills in them. Day celebration is a part of co curricular activities implemented with the participation of management, teachers, students and the well known personalities in the social field.

It gives immense opportunity to students to participate in such knowledge based programme organised on the occasion of day celebration. College utilize this opportunity of day celebration to enhance the knowledge of students and to give them opportunity to express their skills. Programmes conducted like speech of knowledgeable persons, guidance and experience sharing by social activist Bhumika exhibition, Sanvidhan Gourav Pariksha, Gandhi Vichar Sanskar Pariksha etc. In the academic year 2021-2022 college conducted 25 day celebration programmes. Birth anniversary and commemoration days of social reformers and patriots, national festivals like Independence Day, Republic Day etc. are celebrated as per the rules of University. Blood donation camp was also organised. It inculcates the sense of responsibility towards society, nation and the whole world, with development of humanitarian approach.

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

7.2 - Best Practices

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

Best Practices-02

1. Title of the Practice

Student-Parent-Teacher-Management Meet

2. Objectives of the Practice

- **To orient the Master of Social Work programme to parent and students.**
- **To give information to parents and students about the rules and regulation of the college**
- **To provide a common platform to students, parent, teacher**

and management to share their thoughts about MSW education.

- To create feelings of ownership and responsibility among all above components of education process.
- To build rapport among all to make aware students and parents about regularity, punctuality and discipline of the college.

Best Practices-02

1. Title of the Practice

Soft Skill Development Programme

2. Objectives of the Practice

1. To develop the skills in resume and application writing for job,
2. To develop interview skill.
3. To develop an understanding of administrative records/procedure.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

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

This year college has taken the initiatives for launching the add-on value added course and programmes for regular students. The courses are designed for each semester. Details of the courses are as under

1st semester: - ICT skills- this course was launched for the MSW 1st semester. It is intended to increase the familiarity of the students with ICT skills. ICT skills includes operating computer, using word, preparing PowerPoint presentation, use of email, excel sheets etc which are essential for the students.

2nd semester: - for this semester a value added course on "Design Project Proposal" was launched. This course includes how to prepare research proposal, proposal drafting, types of proposal, funding agency etc.

3rd semester: - "certificate course in school counselling" was launched for this semester. This course included theory and assignments. The course content includes importance, needs, scope, techniques and skills of counselling etc.

4th semester: - certificate course in water literacy which is approved by the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. This course is continued for 4th semester. The course includes theory and practical.

In this semester a programmes on soft skills was launched. This programmes includes how to write application for job, prepare resume, prepare for interview etc.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Submission of AQAR, IIQA, SSR reports
2. Submission of proposals for financial support to construct a new well equipped library.
3. Upgrading library
4. To conduct one-day workshop for Ph.D. scholars on research methodology.
5. To organize national level seminar/workshops/conference etc.
6. To organize seminar on social reformers
7. To organize faculty development programmes for teaching and non-teaching staff.
8. To organse programmes for the students development such as personality, communication, soft skills etc.