



YEARLY STATUS REPORT - 2020-2021

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.	09130121820
• 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	
• Affiliated /Constituent	affiliated
• 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 Email address	manavlok1999@ymail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.manavlokcollegeofsocialwork.co.in/img/Annual%20Quality%20Assurance%20Report%20(AOAR)%20Academic%20year%202019-2020.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%20calendar%202020-2021.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	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	6	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>online teaching, field work placement and orientation visits during covid-19 at their native places, webinar series, recommendation for CAS proposals, upgrade Liebman library software, online internal exams.</p>		
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
Manavlok Research Bulletin, • MSW I & II sem field work coordinator • Pray attendance & Class Attendance compilation, student discipline	completed
Research center, • culture Activities • College Katta • field work coordinator MSW III & IV sem	completed
• Employment Guidance Cell • IQAC coordinator • Coordinator co-curricular activities	completed
Coordinator Late Vasant Rao Kale Earn and learn Scheme, Bhumi • Coordinator SC, ST Cell, Competitive Exam	completed
Day Celebration, • Vyakhyanmala • Annual Report	completed
BPT Coordinator, • Co-coordinator LSA - III & IV semester	completed
Ajeevan Shikshan coordinator • Coordinator LSA - I & II semester • Film Show • Group Discussion • Coordinator internal theory exam • Gazar, Annual Report	completed

13. Whether the AQAR was placed before statutory body?	Yes
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• Name of the statutory body

Name	Date of meeting(s)
College Development Committee	15/01/2021

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2020-21	15/12/2021
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	85
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	24
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	43
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	08

File Description	Documents
Data Template	View File
3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	03
Total number of Classrooms and Seminar halls	
4.2	319741
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	17
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Institution has the mechanism for well planned curriculum delivery and documentation:-

This year state government of Maharashtra and Dr Babasaheb Ambedkar Marathwada University, Aurangabad restricted on offline teaching and recommended to teach by online mode due to spread of corona. Therefore, the college in the first meeting at the beginning of the semester, instructed to the all faculty members to use the online means for teaching. In this meeting a discussion was held on use of online teaching apps such as zoom, Google meet, teachmint etc. In this meeting a wide discussion held on the course content and its execution. The semester wise syllabus is distributed among the faculty members. The theory papers were allotted to the every faculty members according to the semester. For maintaining the

records of teaching, a teaching diary is given to the every faculty member. The faculty has to note the title of the topic covered, date, day, time and students present etc. At the end of the semester, faculty has to submit this teaching diary in the office.

As far as field work is concerned, it was decided to complete the field work at the native place of the students. The field work placement was given to the student at their own town/village. Guidelines for field work were provided by online to the students. The reports written by the students were assessed by online. All the individual and group conferences were conducted by online. The faculty members were prepared Whatsapp group of the students under their supervision and through this group field instructions were given to the concerned students. Regularly online field work conference and individual conferences were conducted by the faculty members.

This year, the review of teaching and field work was done by regular virtual meeting with the staff. As per university guidelines, an online internal assessment scheduled was prepared and accordingly assessment was done.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nothing to add

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 strictly follows it. The college implement strictly academic calendar. Our college provides only post graduation course in social work. The college conducts the assessment of the students in different components such as orientation visits, concurrent field work, rural camp, study tour, internal theory exam, communication skills, LSA (Learning Supportive Activity), individual conference, group conference, research dissertation etc. The internal exams are conducted before commencement of the university exams. The head of the assessment are completed immediately after the completion of the activity. Orientation visits are arranged at the beginning of the semester and after completion of the visits, the in charge faculty

assess the visits. Every internal assessment activity is assessed immediately after its completion. Few of the heads such as concurrent field work, orientation visits, research dissertation are also assessed by the 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. The students are given enough time to prepare the exam. The college gives priorities to effectively implement the academic calendar and this academic calendar is followed by the respective teachers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.manavlokcollegeofsocialwork.co.in/img/academic%20calender%202020-2021.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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

35

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 field work placement was given at the native place of the students and they were expected to conduct the activities at their own village by following the guidelines of the university and state government of Maharashtra. Following activities were undertaken during the academic year

Through webinar series on professional ethics, gender, environment etc.

Sr. No.

Topic of the Webinar

Date

Resource Person

Co-ordinator

1

Challenges Before Social Work in Pandemic situation

07/09/2020

1. Mr.Heramb Kulkarni, Ahemad Nagar

Dr. Arundhati Patil

2

Youth and Health Care in The Time of Covid 19 Action and Change

12.09.2020

1. Dr. Abhay Shukla Coordinator Jan Swasth Abhiyan, Maharashtra

Dr. Nazir Sheikh

Dr. Hanumant Salunke,

3

Present Social Movements: Nature and Direction

19 .09. 2020

1. Miss. Ulkatai Mahajan

Kisan Anna Shingare

4

Learning and knowledge gaining became challenge during Covid-19

22/09/2020

1. Dr. Dharmraj weer, Director of knowledge Research Center,
Aurangabad (BAMU Aurangabad)

Dr.Vanita Mane,

5

Present Status of Unorganized Labors and Challenges,

3/10/2020

1. Mr. Subhas Lomte

Dr. Prakash Jadhav,

6

The Impact on New National Education Policy 2020 of Rural Students
in Higher Education

17.10.2020

1. Mr. Ganeshchandra Shinde, Principal and Scholar of Yashwant
Mahavidyala Naded

Sukeshini Sanjay Jogdand

7

Stress and Coping Strategies

20.10.2020

1. Dr. Rajendra Barve, Psychiatrist Mumbai.

Dr. Rama Pande

Dr. Nazir Sheikh

8

The Programme for Primary Prevention of sexual violence

27/10/2020

1. Dr. Vasudeo parlikar,
2. Miss. Rashmi chabukswar KEM Hospital and Research Centre Pune

Dr. Rama Pande

Dr. Nazir Sheikh

9

Changes in water Issues and challenges

04/11/20

1. Pradeep Purandane, Aurangabad

Mr. Lalasaheb Agale

Dr. Prakash Jadhav

10

Employment opportunities and Self Employment scheme

10.11.2020

1. Mr. Suresh Warode, Assistant commissioner, Dist Skill development and Employment guidance cell Beed
2. Mr. Anil Jadhav, coordinator National carrier & Employment ministry, Delhi,
3. Mr. Pawan Ramdasi, Director Industrial training institute Beed.

Dr. Hanumant Salunke

11

NAAC Assessment and Accreditation process

25.02.2021

1. Prof. R. T. Deshmukh, college Development officer M.S.P. Mandal Aurangabad.
2. Dr.Vishnu Patil, IQAC co-ordinater, Devgiri College, Aurangabad

Dr. Sheikh Nazir &

Dr. Rama Pande

12

Intellectual Property Rights

02.03.2021

1. Dr.N.B.Dahibhate

Ex. Principal Technical Officer,Pune

1. Dr. Dharmraj weer, Director of knowledge Research Center, Aurangabad (BAMU Aurangabad)

Assit.Prof. Kisan Shingare

13

Anti-superstition and Black Magic Act and The Role of ANIS in social Movements in Maharashtra

20.03.2021

1. Ad. Manisha Mahajan, Secretary, Department legal Advisor, ANIS, Maharashtra
2. Mr. Yogesh Kudale Secretary, Department Cultural, ANIS, Maharashtra

Dr. Hanumant Salunke

Under Learning Supportive Activities the students presented cases/studies on issues relating to education, water, famine, social justice etc. 45 students participated in this activity. Under extracurricular activities installation activity was undertaken in this activity students presented installation regarding cleanliness, blind faith, watershed, farmer suicide etc.

Under field work activities, the student with the help of the community has conducted number of programmes about covid-19 immunization and awareness programmes at native villages of the students admitted to this course.

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	No File Uploaded
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	View File
Institutional Data in Prescribed Format	View File

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

40

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	https://drive.google.com/drive/u/1/folders/1SRWfofAIf2Du03ezM-zReT-cpNXiTKpT
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.manavlokcollegeofsocialwork.co.in/img/1.4.2%20Feedback%20Analysis%20and%20Action%20Taken%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

40

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

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

Ours college is located in rural area of Beed district. The students belonging to the socio-economic strata and mostly from rural area admits for the course. 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.

To develop the capacity and strengths of the students, faculty member gave assignments to the students on different issues. The student gives presentation on assignment and submits the record. Apart these seminars are given to the students, they prepare seminar paper and present it in the class and submit the record to the

college. This practice develops the skill in writing and presentation.

The college, throughout year organizes seminar/workshops on various issues, college participate all the students in this activity. 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.

Overall, following activities are conducted by the faculty members to the students

1. Weekly individual and group conferences are conducted by the faculty members to their allotted students.
2. Learning Supportive Activity: - under this activity, assignments are given to the students on various issues and they have to present the topic in the classroom.
3. Internal exam conducted and weak students are counseled by the respective faculty members.
4. Students participation in seminar and workshops conducted by the college
5. Seminars are allotted to the students for presentation and submission of reports by the faculty members.
6. Orientation visits, rural camp, study tour, blocks placement etc activity are conducted for the students.
7. Students are encouraged to undertake research activities during the field work placement.

File Description	Documents
Paste link for additional information	Nothing to add
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	7

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

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

Ours is a social work college. The curriculum is combination of field work and theory. For enhancing learning experiences the faculty member follows, lecture method, interactive method, project and field work method, computer-assisted method, exposure method etc. Teaching and learning activities are made effective by these practices.

Orientation to social work fields:- in social work programmes, orientation visits are organized to introduce the fields of social work by visiting renowned NGOs or institutions working on different issues. By visiting to this institution, the students learn the administration, strategies and intervention programs of the institution.

Field exposure:- the course is combination of theory and practice. This activity provides the opportunities to the student to apply the theory based classroom teaching on the fields. The student practices the social work intervention methods on the fields.

Dissertation:- for better understanding of the issues related to social work fields, the faculty members allot them a research topic. On this topic student has to prepare a research dissertation by following the research process.

Interactive Methods:- the faculty members make the interactive learning by conducting group discussions, role play, news analysis, presentation on the course content. 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. In classroom,

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

Student Seminars:- seminar presentation is an important activity conducted in the college for the purpose of teaching and learning. The faculty members allot the topics to each student for presentation. The student has to present on the topic and submit the presentation report to the college. Apart from this under learning support activities, the students present the seminar on different issues related to social work education.

Block placement:- to get more exposure to the fields of social work. College identify the eminent institutes working in the fields of social work are placed for one month. In this one month students study the administration of the institution, activities and programmes implemented by the organization, nature of activities, innovation by the organization etc. this placement enrich their learning experiences.

Whatsapp groups:- college creates year wise Whatsapp group i.e MSW 1st year and MSW 2nd year. The instructions are given on these groups. Apart from these faculty members separately creates group of students for field work. Through these groups field instructions are given moreover, course wise groups are prepared and teaching instructions and study materials are provided.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nothing to add

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

Due to COVID19 during the academic year 202, college faculties conducted online classes. teachers in the college used various ICT tools for teaching such as Google meet, zoom plat forms, video and audio clips, YouTube links, PPTs. 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 notice, class time table, links for teaching daily classes, topic related YouTube links, were also shared on Whatsapp groups. During Pandemic students prepared PPTs for seminar presentation under assignments which was shared on Whatsapp groups. Internal viva voce is also conducted by teachers on online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

6

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

2.4 - Teacher Profile and Quality

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

8

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

00

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

8

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 board 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	Nothing to add

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

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

Social work curriculum is combination of the theory and practical. 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.

Due to pandemic, the internal and external exams were conducted by online mode, therefore to facilitate the process of examination; college has appointed a teacher as IT co-ordinator.

File Description	Documents
Any additional information	View File
Link for additional information	Nothing to add

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, program specific outcomes and course outcomes

Program outcomes:-

The student will acquire the knowledge, skills and techniques of social work profession for effective intervening. They will be familiar with philosophy, principles, theories, tools, techniques, methods and skills of social work profession. They will understand society's responses, problems and develop ability to critically evaluate the initiatives of the government programmes and student will understand client and agency and acquire the knowledge of administrative procedures, programme management and utilization of these skills into practice. They 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 work, 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,

labour welfare, rural development, health and mental health, youth and women welfare, tribal welfare, disability 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 practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.manavlokcollegeofsocialwork.co.in/img/Program%20outcomes,%20program%20specific%20outcomes%20and%20course%20outcomes-converted.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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	Nothing to add

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

35

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	http://www.manavlokcollegeofsocialwork.co.in /img/Annual%20Report%202020-21..pdf

2.7 - Student Satisfaction Survey

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

<http://www.manavlokcollegeofsocialwork.co.in/img/2.7.1%20Student%20Satisfaction%20Survey%202020-21.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)

5.93

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

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

3.1.2.1 - Number of teachers recognized as research guides

5

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ncw.nic.in/ https://mscw.org.in/ Dr. Babasaheb Ambedkar Marathwada University ...http://www.bamu.ac.in

3.2 - Innovation Ecosystem

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

Manavlok's College of Social Work, Ambajogai has created an ecosystem for Innovations.

Research Workshop is organized in the campus where all research scholars across the institute and from outside can participate to increase their knowledge and demonstrate their research work. All faculties from our college are encouraged to do research in multi-disciplinary and inter disciplinary areas. Workshops and seminars are conducted on ICT which have proved helpful to the rural students. It is usual practice of the institution to allow admissible leave facilities to attend seminars workshops training programmers etc. Faculty members are encouraged to undergo professional development programmes and organize and participate in Conferences, Seminars and Workshops. The College has a journal named Manavlok Research Bulletin. Faculties are encouraged to apply for

research project to funding agencies. The library has a separate reading room for students and professors. In addition, an e-library has been set up in the library. The N-List Inlibnet, OPAC facility is available in the library to make e-book resources available to students and professors. In addition, the library has four computer sets for the convenience of students. The head of the library and his colleagues strive to make the library more useful and important.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nothing to add

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

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

13

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

1

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

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

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

4

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

3.4 - Extension Activities

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

Extension Activities Conducted

Sr No

Activity name

Date of Activity

Field Work Agency

1

Companying of covid 19

10/06/2011

At. Satephal Tq. Ambajogai Dist. Beed

2

Distribute masks to employees

15/06/2021

At. Aadhingani Tq. Dharur Dist. Beed

3

Tree plantation

20/06/2021

At. Pattiwadgaon Tq. Ambajogai Dist, Beed

4

Sanitation campaign

28/06/2021

At. Patoda Tq. Ambajogai Dist. Beed

5

Awariness Programme of Vaccination

04/07/2021

At.Borda Tq. Gangakhed Dist.Parbhani

6

Follow up of Employed Youth

27/06/2021

Sugar Factory Talgaon Tq. Wadwani Dist Beed

7

Meeting with SHG Members

29/06/2021

Talgaon Tq. Wadwani Dist Beed

8

Awareness on Corona Vaccination

02/07/2021

Talgaon Tq. Wadwani Dist Beed

9

Educational Group Activity with School Children

06/07/2021

Talgaon Tq. Wadwani Dist Beed

10

Conduct Case Studies on Corona affected Families

During the field work period

Ambajogai

11

Group Work with adolescent girls boys and aged people

During the field work period

Ambajogai

12

Group work and case work

During the field work period

Ambajogai

13

Studying and understanding of the Covid -19 pandemic situation in their villages

During the field work period

All Field work agency and villages

14

Awareness on corona vaccination

During the field work period

All Field work agency and villages

15

Health Awareness

16/10/2020

Rewali Tq. Parli v

16

Waste out of Baste

03/11/2021

Rewali Tq. Parli v

17

Cycling raise

13/10/2020

Khadkpura Ambajogai

18

Ration Kit

17/10/2020

Jansahyog Ambajogai

19

Ration Kit distribution in various women

06/05/2020

Naigaon Tq. Kalmb Dist. Osmanabad

20

Skill Devlopment Programme in Women

28/08/2020

Z.P. School Dhobi tanda

21

Eradication of Blind Faith

-

Mahadev Ngar Latur

22

Baby Showering Programme

18/09/2020

Mahadev Ngar Latur

23

Education Programme

04/07/2021

Khadakpura Ambajogai

24

Sport Game Progeamme

11/07/2021

Khadakpura Ambajogai

25

Rangoli Game, Plantation

04/07/2021

Khadakpura Ambajogai

26

Tree Plantation

05/06/2021

Mahadev Nagar Latur

27

Awarness of Covid 19 Vaccination

All over field work

At. Kodas Tq. Ambajogai Dist Beed

28

Covid 19 virus Awareness Programme in Women

During the all field work

At. Kalamb Dist. Osmanabad

29

Various Sport Activity

During the all field work

Nathra Tq. Parali V Dist Beed

30

Draying Competition

04/07/2020

At. Pathan Madhava Tq. Ambajogai Dist Beed

31

Essay Competition

14/07/2020

Kalamb Dist Osmanabad

32

Skill Development programme

25/07/2020

Bhimnagar Kalamb Dist Osmanabad

33

Independence Day

15/08/2020

Yeshwantrao Chavan Vidyalaya Kalamb Dist Osmanabad

34

SHG Meeting

Bhimnagar Kalamb Dist Osmanabad

35

Birth Anniversary celebration in Chatrapati Shivaji Maharaj

19 feb 2021

Bolda Tq. Ganngakhed Dist Parbhani

36

Tree Plantation

04/07/2021

At. Aadhingani Tq. Dharur Dist. Beed

37

Cleanness Campus

13/07/2021

At. Aadhingani Tq. Dharur Dist. Beed

38

Rangoli Competition

20/07/2021

At. Aadhingani Tq. Dharur Dist. Beed

39

Andharshrdha Nirmulan

03/01/2020

At. Aadhingani Tq. Dharur Dist. Beed

40

Draying Competition

02/07/2021

Morewadi tq. Ambajogai Dist Beed

41

Sport Activity

11/07/2021

Morewadi tq. Ambajogai Dist Beed

42

Parents and Students Meet

25/07/2021

Morewadi tq. Ambajogai Dist Beed

43

Well De-silting

06/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

44

Draying Competition

18/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

43

Essay Writing

20/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

44

Musical Chair Competition

27/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

45

Cleniness Campus

21/07/2021

Morewadi Ambajogai

46

Tree Plantation

27/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

47

Sport Competition

23/07/2021

Waghadhari tq. Ghangakhed Dist Parbhani

File Description	Documents
Paste link for additional information	Nothing to add
Upload any additional information	No File Uploaded

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

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

0

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

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

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

10

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

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

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

10

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)	No File Uploaded

3.5 - Collaboration

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

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

17

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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. 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. All the computers available in the college are connected with LAN facilities.

The computers in office and library are having UPS facilities. The college also provides the photocopy facilities to the staff and students. The maintenance and cleaning of these facilities are done by the non-teaching staff. 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 in the campus is maintained by the gardener appointed by the college.

The computers with internet facilities 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.

The Faculties are free to use the computer and internet facilities and can get the academic related Xerox copies at no cost. However, the student and staff can use the physical facilities within the framework made by the college and approved by the college development committee. All the stake holders have to follow the guidelines about the use of physical facilities and its maintenance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

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

manavlok 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 have 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:- caram, chess,

outdoor:- cricket kite, volley ball kit, kabbadi kit, shuttle cock, volley ball ground, kabbadi ground etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

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

03

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

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

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

282373

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)

Manavlok Social Work College Library Related to Social Work Reference Books, Dictionary Encyclopedia, Philosophy, Sociology, Political Science, History, 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 WhatsApp 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. In order to motivate the readers to get in the habit of continuous reading, webinars are organized. Every year, the library honors with book exhibitions and certificates and the best readers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://libcloudmastersofterp.in www.libcloud.mastersofterp.ac.in

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 B. Any 3 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)

Rs. 13228

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

09.74 per day

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

4.3 - IT Infrastructure

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

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 2020-21

Sr No.

Particulars

Update/renew/maintenance

1

Legal tallies account software

Renewed

2

Anti-virus

Renewed

3

Intex megha headphone, speakers

Purchased

4

2 computer

Formatted

5

Zoom app for teaching

Subscribed

6

College website

Updated

7

N-list

Subscribed

8

Libman cloud management software for library

Updated

9

Photocopy machine including printer

Regular maintenance

10

Campus Wi-Fi (Jio)

jio

11

Campus Wi-Fi (Airtel)

Airtel

12

CCTV

Regular update and maintenance

13

LCD Projector

Regular maintenance

14

LED Smart TV

Regular maintenance

15

UPS inverter

Regular maintenance

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

4.3.2 - Number of Computers

19

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

282373

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.

4.4.1 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms 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, ladies room, 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. with prior permission of the principal and concerned faculty members.
- In library the computer with internet facilities are provided for the students. 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.
- All the computers available in the college are connected with LAN facilities. The computers in office and library are having UPS facilities. The non-teaching staff looks after the maintenance of these facilities. If there is any problem, faculty report to the principal and principal take the necessary action for restoring or providing services.
- The maintenance and cleaning of these facilities are done by the non-teaching staff. 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 in the campus is maintained by the gardener appointed by the college.
- The computers with internet facilities 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. The Faculties are free to use the computer and internet facilities and can get the academic related photo copies at no cost. However, the student and staff can use the physical facilities within the framework made by the college and approved by the college development

committee. All the stake holders have to follow the guidelines about the use of physical facilities and its maintenance.

- **Library:** - library have following:- library has its own procedure and policies for use of library for the teaching and non-teaching staff. At the entrance of the library the rules are displayed. 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. the concerned has to put officially demand to purchase. 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:** - sports facilities are available in the college. A faculty has given charge to keep updated the sport facilities and its utilization. A stock register for sport facility is maintained. The sport items are noted in this register besides this an issue receiving registered is maintained. For purchasing new sport items, a demand is prepared and with principals approval by inviting quotations, the order is placed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

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

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

54

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**

B. 3 of the above

File Description	Documents
Link to Institutional website	http://www.manavlokcollegeofsocialwork.co.in/img/5.1.3%20-%20Capacity%20building%20and%20skills%20enhancement%20initiatives.pdf
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

01

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

01

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

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

A. All of the above

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

29

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

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

5.2.2.1 - Number of outgoing student progression to higher education

03

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

02

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

5.3 - Student Participation and Activities

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

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

0

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

Activity of Student Council & Representation of Students on Academic & Administrative bodies/committees of the Institution (maximum 500 words)

Student Council: - Student councils scheduled is prepared by Dr Babasaheb Ambedkar Marathwada University, Aurangabad, however, this year university has not provided the guidelines for formation of Student council at college level.

Rural Camp Committee:- rural camp is a compulsory academic activity, while organizing the rural camp in villages, 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. Through this committee, the students participate in decision making and execution of rural camp.

This year, rural camp activities were conducted at the native places of the students due to corona pandemic. They were expected to follow the rural camp activities guided by the co-ordinator.

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. These committees consists male/female members. These committees participate in decision making process regarding study tour.

This year study tour was cancelled due to corona pandemic, instead of study tour, extension activity was conducted at the natives place of the students.

Social Justice and Empowerment cell: - The cell has been established under the guidelines of the UGC at our college the year 2019 - 20. The cell consists eight members which belonging to faculties and the student's representatives of the SC/ST and other backward class. Every two or one year the representatives from the students change due to the two year post graduation course. The students are being acquainted with the aims, function and the provisions within the cell. In every semester meeting of the cell is organized. The issues concerning the scholarship, application for scheme, competitive exam and guidance are resolved involving student members.

Internal Complaint Committee:- This committee is also mandatory to every college to ensure women friendly environment and sensitize students and employee with the law. According to the latest amendment in the prevention of sexual Harassment of Women at workplace Act 2013 two female student representatives required in the committee. The tenure of the committee is for three years. Every year one new representative from female students is added in a committee member by following the democratic process. At least three

meetings and a one workshop or interactive sessions are get conducted to understand the significance of the act, role of committee members and its function to students. Meetings are held regularly. The plan for the academic year gets decided in the meeting and student representatives actively carry it out of successfully.

Cultural Committee:- colleges annually organizes, the cultural programmes and inter collegiate cultural programmes for the students. A committee by name cultural committee is formed to facilitate the cultural activities. 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	00
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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	No File Uploaded

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

Ours college has a registered alumni association. This association organizes alumni meet every year, this year due to pandemic no such gathering was organized, however, this year alumni distributed the ration kit to the needy and corona affected families. This association organizes the meetings of the alumni's to discuss on the issues and problems associated with their carrier. This year, the alumnus has given a memorandum to the state government of Maharashtra about the basic qualification for the appointment of social welfare. This year, alumni association has contributed Rs 10000 to the institution.

This year an alumnus has organized two online meet, in these meet regular and alumni were participated. Mr Dhanraj pawar, alumni of our college delivered his lecture on pandemic crises and social work, Mr. Tejas Malwadkar, assistant commissioner for department of social welfare and justice delivered lecture on recruitment process for the post of social welfare officer.

File Description	Documents
Paste link for additional information	http://www.manavlokcollegeofsocialwork.co.in/Alumini.aspx
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:-

- 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.

Objectives:-

- To sensitize the student to deal with various social issues.
- To develop comprehensive professional skills in them.
- To promote and co-ordinate social work activities.
- To develop professional values and commitment.
- To offer consultancy, guidance and other assistance relating to and in pursuance of the objectives of Manavlok
- To conduct and monitor all such activities which would helps to social development

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	00
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.

The decentralization of power and participative management is seen in various institutional practices. Our college distributes the curricular, co-curricular and extra-curricular activities among the faculty members. Apart from these institutes get participation of teaching and non-teaching staff in various committees formed for academic and management purpose. The decentralization and participation in management is reflecting from the following activities:-

1. Admission committee:- college constitutes a admission committee under the chairmanship of principal. This committee includes teaching and non-teaching staff. The admission procedure is followed as per admission guidelines and schedule provided by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and admission policy of the state government of Maharashtra.
2. Academic committees:- To facilitate the academic activities, the academic practices are decentralized. In the beginning of the academic year, college appoints co-ordinators for focused activities such as MSW 1st year field work co-ordinator, MSW 2nd year co-ordinator, oridntation visit MSW 1st year co-ordinator, MSW 2nd year orientation visit co-ordinator, MSW 1st year field work co-ordinator, MSW 2nd year co-ordinator, rural camp co-ordinator, study tour co-ordinator, block placement co-ordinator, research co-ordinator exam co-ordinators etc. the co-ordnators are responsible for conducting the activities as per academic guidelines. These co-

ordinators are decided through discussion in staff meetings. These co-ordinators are free to take the decisions within the frame work of the activities.

3. Committees for Extracurricular activities: - as part of the decentralization of the power and participation of the teaching, non-teaching staff and students, college constitutes various committees such as Annual gathering committee, cultural committee, sports committee etc. these committees are represented by the teaching, non-teaching staff and students. The decisions are taken jointly and implemented to perform the extracurricular activities in the college.
4. College level committees: - as part of the decentralization and participation in management, as per the guidelines of the state government of Maharashtra and Dr Babasaheb Ambedkar Marathwada University, Aurangabad college has constituted the following committees..

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, IQAC etc all these committees and their aims are elaborated in the staff meeting. As per guidelines the representation for teaching, non-teaching staff and students are given on the committee.

File Description	Documents
Paste link for additional information	http://www.manavlokcollegeofsocialwork.co.in/Cell.aspx
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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	00
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.

All the general meetings of Manavlok Sanstha have 84 members from various social sectors. From these members, the executive members are selected as per the rules of the government. The total number of executive members is 15. The members of these two committees serve as the senior member of the college. Also, 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. The minutes of the decision taken in the previous meeting and its fulfillment are read in the meeting and the planning and responsibility for the next one month is given to the employees.

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 problem is solved by informing the complainer about the decision of the committee. The report of this committee is presented before the weekly meeting, monthly meeting, quarterly meeting and in the meeting of college development committee. Complaints do not arise as the number of students in the college is less. If a complaint arises, it is resolved amicably.

File Description	Documents
Paste link for additional information	00
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	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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	00
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

08

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)	View File

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

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

04

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 casual leave, duty leaves etc of the teachers during the academic year. It also includes the information about seminar, conferences, workshops, faculty development programme, orientation, refresher courses, books, articles published during the year. Apart from this it includes participation in college and university assignments/committees, assessment evaluation etc. which is an authentic document in the process of evaluation.

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 to decide annual plan and how to execute it and feed back of teachers and suggestions are also invited in the meeting.

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	00
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 V.B. Walwadkar & company, Ambajogai.

Mechanism for settling audit objections:-

The objections by external auditor are presented before internal audit committee. this committee fulfill the discrepancies.

File Description	Documents
Paste link for additional information	00
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	View File
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

Ours college is a government of Maharashtra aided college. 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	00
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC cell is continuously working for improving and maintains the quality in social work education.

Followings are the two examples of best practices institutionalized.

1. Use of ICT in teaching learning process:-

Use of ICT in teaching learning process allows new ways of learning for students and teachers. Our institution is also using ICT in

teaching learning process. Faculties are now familiar with use of various ICT tools for teaching such as Google meet, zoom and teach mint apps, video and audio clips, YouTube links related to subject, PPT's are using by the faculties. Google classroom is specially used for manage and to post course syllabus, teaching materials, submission of assignments. Teachers created Whatsapp groups of their respective subject which were used to send notice, class time table, and links for daily teaching classes etc. the students share their experiences, difficulties with the concerned supervisor through these groups.

2. Web series:-

The pandemic suffered the physical attendance therefore to continue teaching-learning college adopted on line mode. In relation to social work curriculum, college organized web series on issues like...social work in pandemic situation, youth and health care in the time of covid-19 action and change, social movements, learning and knowledge during covid-19, status of unorganized labors, the impact of new national education policy, stress and coping strategies etc. by inviting experts.

File Description	Documents
Paste link for additional information	http://www.manavlokcollegeofsocialwork.co.in/img/3.2.2-%20Number%20of%20workshops%20seminars%202020-21.pdf
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

Up gradation of classrooms with ICT:-

IQAC has made efforts to improve the infrastructure for teaching learning. In response to the suggestions made by the IQAC, institution has constructed two halls for teaching. These classrooms are well equipped with ICT. LCD projector and smart TV are installed in these classrooms. Campus is enabled with Wi-Fi connectivity.

Coaching classes: -

As per suggestions given by NAAC 1st cycle, college has started

coaching classes from 25th June 2018 with 20 students. The college charges Rs 1000 per students for per month. The coaching is provided for preparation to competitive exams conducted by state government of Maharashtra. Apart from this, the coaching is also provided for SET/NET examinations. As result of this coaching class 15 students cleared SET/NET examinations. Seven students succeeded in competitive exams conducted by the state government. The classes are continuing till date except corona pandemic (2020-21) period.

Certificate course: -

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad has approved a short tem certificate and diploma course on "water literacy" under the faculty of interdisciplinary-studies with learning objectives such as to understand the basic concept of water literacy, to acquire the knowledge of water policy and to develop an understanding about water legislations. Duration of this course is three months. The students appeared for fourth semester are eligible to apply for this course. All the students in semester in fourth semester admit in this course. The teaching and field work under this course are conducted besides the regular course programme.

File Description	Documents
Paste link for additional information	00
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.manavlokcollegeofsocialwork.co.in/img/Annual%20Report%202020-21..pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Equality

Promotion of Gender equality is one of the significant components our institution has adapted since inception of the institution. We provide gender friendly environment in the campus. Female students are being encouraged to acquire skills in male dominated fields like management of the event, stage courage, leadership in the group task, play ground activity etc. We organize gender sensitization workshops and legal literacy campaign. We encourage gender free sitting arrangement in the classrooms, group task, and allotment of concurrent field work that helps to change the patriarchal mindset of students. Film shows or links of videos based on gender equality are being shared on the social media like Whatsapp groups. Students are eventually promoted to perform Role plays and street plays on the central theme of gender equality. Practices like writing name of a mother with father are being adapted in daily procedure of the administration.

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	http://www.manavlokcollegeofsocialwork.co.in/img/7.1.1%20Specific%20facilities%20provide d%20for%20women%202020-21.pdf

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

C. Any 2 of the above

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

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

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 management the size of each Nydep 4*6*4 feet. In every same organic fertilizer made through Nydep is used for campus trees and plantation. The biological reusable waste generated

is 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	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

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	View File

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

Citizens of India are the ultimate custodian of the constitutions. The constitution empowers the citizen, but the citizen too empowers the constitution by following it, by adhering it. By protecting it and by preserving it to make promote harmony and sensitize the fundamental rights and duties, it is the responsibility of every citizen to follow and adopt these constitutional values and ethics.

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.

According to ministry of Social Justice and Empowerment, higher education policy and UGC Directives 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 on garlanded Dr. Babasaheb Ambedkar the father of constitution, on this day we gathered to 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	<p><u>Discussion with students on Human Rights & Constitutional Provisions Introduction: Manavlok's college of Social Work, Ambajogai is committed to give human value based education. The syllabus of M.S.W course includes humanitarian principles, problem analysis and treatment methods as well as the in-depth study of human rights and constitutional ideas about social justice.</u></p> <p><u>As we know our constitution is the lengthiest written constitution, one factor contributing to it having been drawn from many different sources. The constituent assembly assessed many constitutions and drafted one taking all the provisions that</u></p>

best applied to India's diversity. Dr. B R Ambedkar rightly claimed it to be framed after "ransacking" the known constitution.

Discussion on Human Rights and Constitutional ideas helps students for rigorous thinking over the number of social issues and problems. Discussion with students on Human Rights: Date- 23/ 12/2020 Day- Wednesday Class- M.S.W- Sem- III Time-11.00a.m to 12.30 p.m Human rights are the basic rights available to all human being by virtue of his or her birth. It is inherent in all human beings irrespective of their nationality, religion, language, sex, colour or any other consideration. Social work is the profession where the all efforts are taken to protect human being from all kind of evils and to establish Human Rights.

The Protection of Human Rights Act, 1993 defines Human Rights as: "human rights" means the rights relating to life, liberty, equality and dignity of the individual guaranteed by the Constitution or embodied in the International Covenants and enforceable by courts in India". Students were encouraged to take active participation in the discussion held on this topic and share their experiences and observation. In the class there were 32 students who shared their views on human right concept. After the discussion on many examples we discussed on U.N. Convention on Human Rights 1948. The Human Rights in India originated long time ago. It can easily be recognized from the principles of Buddhism, Jainism. Hindu religious books and religious texts like Gita, Vedas, Arthasatra and Dharmashstra also contained provisions of human rights. Muslim rulers like Akbar and Jahangir were also very much appreciated for his regard for rights and justice. During the early British era, the people suffered a great violation of several rights and this led to the birth of modern Human Rights jurisprudence in India. The rights in the Universal Declaration of Human Rights were

almost completely covered in the Indian Constitution either in Fundamental Rights or Directive Principles of State Policy. Nineteen fundamental rights were covered in Motilal Nehru Committee Report, 1928 out of which ten appear in the Fundamental Rights whereas three of them appear as Fundamental Duties.

Discussion with students on Constitutional Ideas: Date- 11/ 01/2021 Day- Monday Class- M.S.W- Sem- I Time-1.30 p.m to 2.30 p.m The Constitutional ideas are one of the important content mentioned in the core course named Basic Social Sciences. Today in virtual classroom the discussion held on the major constitutional ideas. Indian Constitution came into existence on November 26, 1949. The Constituent Assembly of India drafted it, with the consideration of features included in the Constitutions of the other countries and also from the Government of India Act 1935. Know here which countries have contributed to the Constitution of India. The Indian Constitution is unique in its contents and spirit. Although it had picked up many best features from other constitutions of the world. The constitution of India has several salient features that distinguish it from the constitutions of other countries. Parliamentary government, Rule of Law, Legislative procedure, Single citizenship, Cabinet system, Prerogative writs, Parliamentary privileges, etc. major features discussed today.

Discussion with students on Fundamental Rights : Date- 30/ 09/2021 Day-Thursday Class- M.S.W- Sem- I Time-2.00 p.m to .3.00 p.m Fundamental Rights were borrowed from the constitution of the United States of America. The constituent assembly of India adopted the constitution of India on 26th November 1949, which came into effect on 26th January 1950. It contains 395 Articles, 22 Parts, and 12 Schedules. Part III (Articles 12 to 35) of the Constitution of India consists of Rights which are essential for the overall

development of individuals, are also termed as Fundamental Rights. The Right to Equality is guaranteed by the constitution of India through articles 14 to 18 (of which article 14 is the most important). Right to Equality refers to everyone being equal in the eyes of the law. Right to Information has been given the status of a Fundamental right in 2005, under article 19(1) of the Indian Constitution. Right Against Exploitation Articles 23 and 24 guarantees the right against Exploitation and focuses mainly on two provisions. The first being the abolition of human trafficking and Begar (Forced Labour) and secondly, the abolition of employment of children under the age of 14 in jobs with a risky environment like factories, mines etc. Right to Freedom of Religion Articles 25 to 28 provide religious Freedom to all Indian citizens. The main objective of this right is to sustain secularism in our country. Cultural and Educational Rights Articles 29 and 30 provide every Indian citizen with Rights to education and cultures. It assures that every citizen gets equal opportunities in terms of education while giving minority communities the right to admission in colleges and universities without any discrimination. It also gives minority communities the right to establish Educational institutions to preserve and develop their culture. Right to Constitutional Remedies Articles 32 to 35 empowers all Indian citizens to move to the court of law whenever they are denied their Fundamental Rights. Article 32 is also termed as the citizens right to protect and defend the constitution as it allows the citizens to enforce the constitution through the judiciary. Discussion with students on Fundamental Duties : Date- 29/ 12/2021 Day- Wednesday Class- M.S.W- Sem- I Time-3.00 p.m to .4.00 p.m The discussion held today with aim that students shall aware about the fundamental duties and create awareness

	<p><u>about it in society. Total 34 students were participated in the discussion. The fundamental duties which were added by the 42nd Amendment Act of the Constitution in 1976, in addition to creating and promoting culture, also strengthen the hands of the legislature in enforcing these duties, the fundamental rights. The list of 11 Fundamental Duties under article 51-A is given in Indian constitution to be obeyed by every Indian citizen. 1. Abide by the Indian Constitution and respect its ideals and institutions, the National Flag and the National Anthem 2. Cherish and follow the noble ideals that inspired the national struggle for freedom 3. Uphold and protect the sovereignty, unity and integrity of India 4. Defend the country and render national service when called upon to do so 5. Promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women 6. Value and preserve the rich heritage of the country's composite culture 7. Protect and improve the natural environment including forests, lakes, rivers and wildlife and to have compassion for living creatures 8. Develop scientific temper, humanism and the spirit of inquiry and reform 9. Safeguard public property and to abjure violence 10. Strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement 11. Provide opportunities for education to his child or ward between the age of six and fourteen years. This duty was added by the 86th Constitutional Amendment Act, 2002</u></p>
Any other relevant information	<u>00</u>

7.1.10 - The Institution has a prescribed code A. All of the above

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

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

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

Manavlok's College of Social Work, Ambajogai, Dist- Beed. has organised/celebrated thenational and international commemorative days, events and festivals as follows during the year2020- 2021

Sr. No.

Date

Particular of programme

Chief Guest of the programme

1

01.08.2020

Birth anniversary of Annabhau Sathe and death anniversary of Lokmany Tilak

Dr. Nazir. Sheikh and Dr. Arundhati Patil garlanded the images of Annabhau Sathe and Lokmany Tilak

2

23.08.2020

62nd Foundation Day o Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

University flag was hoisted by Dr. Arundhati Patil

3

05.09.2020

Teacher's Day on the occasion of the birth anniversary of Dr. Sarvapalli Radhakrishnan was celebrated.

Dr. Rama Pande garlanded the image of Dr. Sarvapalli Radhakrishnan

4

17.09.2020

Marathwada Muktisangram Din

The National Flag was hoisted by Shri Annasaheb Roham, Member of Exicutive Board of Manavlok

5

26.11.2020

Constitutional Day

Dr. Rama Pande and Dr. Arundhati Patil garlanded the image of Dr. Babasaheb Ambedkar

6

04.01.2021

Birth Anniversary of Krantijyoti Savitribai Phule

Shri Bibhishan Ghadage garlanded the the image of Krantijyoti

Savitribai Phule

7

12.01.2021

Birth anniversary of Rajmata Jijau and Swami Vivekanand

Dr. Vanita Machave and Smt. Dipali Ghodake garlanded the images of Rajmata Jijau and Swami Vivekanand

8

14.01.2021

Dr. Babasaheb Ambedkar Marathwada University Name Extention Day

The University Flag was hoisted by Shri Annasaheb Roham, Member of Exicutive Board of Manavlok

9

26.01.2021

Republic Day of India

The National Flag was hoisted by Smt. Kavita Somani, Social Worker, Manavlok

10

19.02.2021

Birth Anniversary of Chh. Shivaji Maharaj

Dr. Prakash Jadhav, Principal, Manavlok's College of Social Work, garlanded the image of Chh. Shivaji Maharaj

11

14.04.2021

Birth Anniversary of Dr. Babasaheb Ambedkar

Shri. Madhav Chivale and Shri Namdev Kappe alumni of the college garlanded the image of Dr. Babasaheb Ambedkar

12

01.07.2021

Agriculture Day on the occasion of Dr. Vasant Rao Naik , Ex. Chief Minister of Maharashtra

Shri. Kisan Shingare, Assistant Professor, garlanded the image of Dr. Vasant Rao Naik.

13

15.08.2021

National Independence Day

The National Flag was hoisted by Shri Shyamsundar Sarwade

14

23.08.2021

63rd Foundation Day of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

University flag was hoisted by Smt. Sureshini Jogdand , Assistant Professor of Manavlok's College of Social Work, Ambajogai.

15

17.09.2021

Marathwada Mukti Sangram Din

The National Flag was hoisted by Dr. Nazir Sheikh, Professor of Manavlok's College of Social Work, Ambajogai

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.

Presentation of Best Practices-01

1. Title of the Practice

Social Work Intervention in Villages against Covid-19

2. Objectives of the Practice

1. To Create village level awareness about the covid-19
2. To prepare villagers for covid-19 immunization campaign
3. To support Gram Panchayat and Asha Workers to combat covid-19 at village level.

3. The Context

To combat with covid-19, the state and central government has issued the advisory, which has restricted on the movement. A fear was spread all over India. In rural areas, number of misconceptions was developed. The returned migrant labourers were quarantined in the villages. The fear of corona has developed a fear in the mind of the villagers. The returned migrants were not allowed to move freely in the village. These returned people encountered a type of discrimination, nobody was ready to help them or villagers were avoiding them by keeping social and physical distance.

4. The Practice

To work at villages in pandemic situation was challenging. Number of misconceptions was developed in the villages. Villagers were maintaining social and physical distance. No body from outside was entertained. The family affected by corona were experiencing discrimination and a type of boycott. In such situation, with the

help of Gram Panchayat member and Ashatai Worker Awareness campaigns were conducted and affected families were counselled and supported for treatment and precautions.

5. Evidence of Success

In the intervened villages, due to misconceptions about the corona vaccine nobody was ready to get vaccinated, after individual and group level counseling, in the village, the people became ready to get vaccine. In every village, vaccination camp was organized and villagers responded positively for vaccination.

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 40 words.

6. Problems Encountered and Resources Required

The Spread of misconceptions about the covid-19 treatment and vaccination was the major problem to combat with covid-19 at village level. Peoples approach and behavior towards the affected family was another challenge to combat with covid-19. It was required to conduct awareness campaign and support services at village level.

Presentation of Best Practices- 02

1. Title of the Practice

Social Work Intervention in Covid Pandemic

2. Objectives of the Practice

- To provide financial and psycho-social support to the Covid positive families.
- To counsel cured Covid positive patients for plasma donation.
- To render services in the Covid centre started by the Manavlok.

3. The Context

Employment and livelihood of the people was suffered due to Covid pandemic. It was felt need to provide immediate services to these people such as grocery kit, financial support etc. being as social work professionals and sense social responsibility, the staff of the college donated rupees two lakh (Rs. 2,00,000) to Manavlok for purchasing the ration kit.

Plasma was being considered as essential for Covid positive patients, therefore efforts have been made to find cured corona positive individual for plasma donation. A Whatsapp group of college staff and local volunteers was created for counseling to the cured patients of covid for plasma donation.

Covid centre was started in college campus by the Manavlok. The college staff provided the services in covid centre. The teaching staff was engaged in counseling to the corona positive patients in this Covid centre.

4. The Practice

The staff of the college voluntarily collected amount Rs two lakh and donated to the institution for purchasing rationing kit. The list of the needy and poor families was prepared for distributing the kit and distributed accordingly. Faculty members participated in distribution of kit to poor and needy families.

Plasma was used to treat corona positive patients, therefore a Whatsapp group of volunteers was prepared and through this group cured patients were identified and they were counselled to donate the plasma.

Manavlok has started Covid centre in college campus. The teaching and non-teaching staffs were rendering the services in covid centre. Non-teaching was engaged in providing the services such as making arrangement, cleaning, providing food kits etc. the teaching staff was engaged in counselling to the patients admitted in Covid centre.

5. Evidence of Success

With the help of institutions 1877 kits were distributed to the poor and needy families in rural and urban areas. This has valuable support to these families. In response to counseling made by the plasma group, four cured patients donated plasma. Through Covid-19 centre, medical and psychological supportive services were provided to the 345 admitted patients as result of the joint efforts all the admitted patients cured.

6. Problems Encountered and Resources Required

While working with positive patients in Covid-19 centre, the fear of getting positive remains. List of the needy and poor family was exhaustive and financial sources for purchasing ration kits for them were limited. There were restrictions for face to face meeting. Difficulties in approaching to rural positive patients due to restrictions of Covid-19

7. Notes (Optional)

Counseling made it easy to encounter the problem of fear and misunderstanding about covid-19. Contribution of social work faculties and social work intervention strategies made positive effects to encounter the pandemic situation. Social work faculties and staff can contribute in such pandemic in the form of financial and psycho-social support to the victims.

File Description	Documents
Best practices in the Institutional website	http://www.manavlokcollegeofsocialwork.co.in/img/7.2.1%20Best%20Practices%202020-21.pdf
Any other relevant information	<u>00</u>

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

As stated in the mission and vision of the institute, our college strives for the quality education in social work. College provides an opportunity to the students to develop their knowledge and skills for social work intervention.

This year the field work activities were concentrated on the issues and problems arise due to corona-19 pandemic. The government's guidelines regarding corona combat strategies, the moving was restricted, by considering limitations and need, college placed all the students at their native place to practice the social work methods.

The field work activities focused on the following activities.

1. Awareness campaign: - awareness campaign with the help of Gram Panchayat and Asha workers was launched at every village where the students were placed for field work. Apart from this, the mentality of the villagers was prepared for getting vaccinated.
2. Assistance to Public distribution system: - PDS was helped to distribute the ration (food grains) to the eligible villagers.
3. Supported to the corona positive individuals and their families for taking precautions and treatment etc.
4. Conducted research studies (project work) on multi dimensions of corona-19.

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

Institution has the mechanism for well planned curriculum delivery and documentation:-

This year state government of Maharashtra and Dr Babasaheb Ambedkar Marathwada University, Aurangabad restricted on offline teaching and recommended to teach by online mode due to spread of corona. Therefore, the college in the first meeting at the beginning of the semester, instructed to the all faculty members to use the online means for teaching. In this meeting a discussion was held on use of online teaching apps such as zoom, Google meet, teachmint etc. In this meeting a wide discussion held on the course content and its execution. The semester wise syllabus is distributed among the faculty members. The theory papers were allotted to the every faculty members according to the semester. For maintaining the records of teaching, a teaching diary is given to the every faculty member. The faculty has to note the title of the topic covered, date, day, time and students present etc. At the end of the semester, faculty has to submit this teaching diary in the office.

As far as field work is concerned, it was decided to complete the field work at the native place of the students. The field work placement was given to the student at their own town/village. Guidelines for field work were provided by online to the students. The reports written by the students were assessed by online. All the individual and group conferences were conducted by online. The faculty members were prepared Whatsapp group of the students under their supervision and through this group field instructions were given to the concerned students. Regularly online field work conference and individual conferences were conducted by the faculty members.

This year, the review of teaching and field work was done by regular virtual meeting with the staff. As per university guidelines, an online internal assessment scheduled was prepared and accordingly assessment was done.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nothing to add

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 strictly follows it. The college implement strictly academic calendar. Our college provides only post graduation course in social work. The college conducts the assessment of the students in different components such as orientation visits, concurrent field work, rural camp, study tour, internal theory exam, communication skills, LSA (Learning Supportive Activity), individual conference, group conference, research dissertation etc. The internal exams are conducted before commencement of the university exams. The head of the assessment are completed immediately after the completion of the activity. Orientation visits are arranged at the beginning of the semester and after completion of the visits, the in charge faculty assess the visits. Every internal assessment activity is assessed immediately after its completion. Few of the heads such as concurrent field work, orientation visits, research dissertation are also assessed by the 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. The students are given enough time to prepare the exam. The college gives priorities to effectively implement the academic calendar and this academic calendar is followed by the respective teachers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.manavlokcollegeofsocialwork.co.in/img/academic%20calender%202020-2021.pdf

1.1.3 - Teachers of the Institution participate

B. Any 3 of the above

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

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

35

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 field work placement was given at the native place of the students and they were expected to conduct the activities at their own village by following the guidelines of the university and state government of Maharashtra. Following activities were undertaken during the academic year

Through webinar series on professional ethics, gender, environment etc.

Sr. No.

Topic of the Webinar

Date

Resource Person

Co-ordinator

1

Challenges Before Social Work in Pandemic situation

07/09/2020

1. Mr. Heramb Kulkarni, Ahemad Nagar

Dr. Arundhati Patil

2

Youth and Health Care in The Time of Covid 19 Action and Change

12.09.2020

1. Dr. Abhay Shukla Coordinator Jan Swasth Abhiyan,
Maharashtra

Dr. Nazir Sheikh

Dr. Hanumant Salunke,

3

Present Social Movements: Nature and Direction

19 .09. 2020

1. Miss. Ulkatai Mahajan

Kisan Anna Shingare

4

Learning and knowledge gaining became challenge during Covid-19

22/09/2020

1. Dr. Dharmraj weer, Director of knowledge Research Center, Aurangabad (BAMU Aurangabad)

Dr.Vanita Mane,

5

Present Status of Unorganized Labors and Challenges,

3/10/2020

1. Mr. Subhas Lomte

Dr. Prakash Jadhav,

6

The Impact on New National Education Policy 2020 of Rural Students in Higher Education

17.10.2020

1. Mr. Ganeshchandra Shinde, Principal and Scholar of Yashwant Mahavidyala Naded

Sukeshini Sanjay Jogdand

7

Stress and Coping Strategies

20.10.2020

1. Dr. Rajendra Barve, Psychiatrist Mumbai.

Dr. Rama Pande

Dr. Nazir Sheikh

8

The Programme for Primary Prevention of sexual violence

27/10/2020

1. Dr. Vasudeo parlikar,
2. Miss. Rashmi chabukswar KEM Hospital and Research Centre
Pune

Dr. Rama Pande

Dr. Nazir Sheikh

9

Changes in water Issues and challenges

04/11/20

1. Pradeep Purandane, Aurangabad

Mr.Lalasaheb Agale

Dr. Prakash Jadhav

10

Employment opportunities and Self Employment scheme

10.11.2020

1. Mr.Suresh Warode, Assistant commissioner, Dist Skill development and Employment guidance cell Beed
2. Mr. Anil Jadhav, coordinator National carrier & Employment ministry, Delhi,
3. Mr. Pawan Ramdasi, Director Industrial training institute Beed.

Dr. Hanumant Salunke

11

NAAC Assessment and Accreditation process

25.02.2021

1. Prof. R. T. Deshmukh, college Development officer M.S.P. Mandal Aurangabad.
2. Dr.Vishnu Patil, IQAC co-ordinater, Devgiri College,

Aurangabad

Dr. Sheikh Nazir &

Dr. Rama Pande

12

Intellectual Property Rights

02.03.2021

1. Dr.N.B.Dahibhate

Ex. Principal Technical Officer,Pune

1. Dr. Dharmraj weer, Director of knowledge Research Center,
Aurangabad (BAMU Aurangabad)

Assit.Prof. Kisan Shingare

13

Anti-superstition and Black Magic Act and The Role of ANIS in
social Movements in Maharashtra

20.03.2021

1. Ad. Manisha Mahajan, Secretary, Department legal Advisor,
ANIS, Maharashtra
2. Mr. Yogesh Kudale Secretary, Department Cultural, ANIS,
Maharashtra

Dr. Hanumant Salunke

Under Learning Supportive Activities the students presented cases/studies on issues relating to education, water, famine, social justice etc. 45 students participated in this activity. Under extracurricular activities installation activity was undertaken in this activity students presented installation regarding cleanliness, blind faith, watershed, farmer suicide etc.

Under field work activities, the student with the help of the community has conducted number of programmes about covid-19 immunization and awareness programmes at native villages of the

students admitted to this course.

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	No File Uploaded
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	View File
Institutional Data in Prescribed Format	View File

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

40

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

A. All of the above

**syllabus and its transaction at the institution
from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/drive/u/1/folders/1SRWfofAIf2Du03ezM-zReT-cpNXiTKpT
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.manavlokcollegeofsocialwork.co.in/img/1.4.2%20Feedback%20Analysis%20and%20Action%20Taken%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

40

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

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

Ours college is located in rural area of Beed district. The students belonging to the socio-economic strata and mostly from rural area admits for the course. 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.

To develop the capacity and strengths of the students, faculty member gave assignments to the students on different issues. The student gives presentation on assignment and submits the record. Apart these seminars are given to the students, they prepare seminar paper and present it in the class and submit the record to the college. This practice develops the skill in writing and presentation.

The college, throughout year organizes seminar/workshops on various issues, college participate all the students in this activity. 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.

Overall, following activities are conducted by the faculty members to the students

1. Weekly individual and group conferences are conducted by the faculty members to their allotted students.
2. Learning Supportive Activity: - under this activity, assignments are given to the students on various issues and they have to present the topic in the classroom.
3. Internal exam conducted and weak students are counseled by the respective faculty members.
4. Students participation in seminar and workshops conducted by the college
5. Seminars are allotted to the students for presentation and submission of reports by the faculty members.
6. Orientation visits, rural camp, study tour, blocks placement etc activity are conducted for the students.
7. Students are encouraged to undertake research activities during the field work placement.

File Description	Documents
Paste link for additional information	Nothing to add
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	7

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

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

for enhancing learning experiences

Ours is a social work college. The curriculum is combination of field work and theory. For enhancing learning experiences the faculty member follows, lecture method, interactive method, project and field work method, computer-assisted method, exposure method etc. Teaching and learning activities are made effective by these practices.

Orientation to social work fields:- in social work programmes, orientation visits are organized to introduce the fields of social work by visiting renowned NGOs or institutions working on different issues. By visiting to this institution, the students learn the administration, strategies and intervention programs of the institution.

Field exposure:- the course is combination of theory and practice. This activity provides the opportunities to the student to apply the theory based classroom teaching on the fields. The student practices the social work intervention methods on the fields.

Dissertation:- for better understanding of the issues related to social work fields, the faculty members allot them a research topic. On this topic student has to prepare a research dissertation by following the research process.

Interactive Methods:- the faculty members make the interactive learning by conducting group discussions, role play, news analysis, presentation on the course content. 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. In classroom, LCD projector and Smart TV are installed. LCD projector and Smart TV are used for teaching purpose. The teacher use PPT, documentary movies, video clips related to curriculum.

Student Seminars:- seminar presentation is an important activity conducted in the college for the purpose of teaching and learning. The faculty members allot the topics to each student for presentation. The student has to present on the topic and submit the presentation report to the college. Apart from this

under learning support activities, the students present the seminar on different issues related to social work education.

Block placement:- to get more exposure to the fields of social work. College identify the eminent institutes working in the fields of social work are placed for one month. In this one month students study the administration of the institution, activities and programmes implemented by the organization, nature of activities, innovation by the organization etc. this placement enrich their learning experiences.

Whatsapp groups:- college creates year wise Whatsapp group i.e MSW 1st year and MSW 2nd year. The instructions are given on these groups. Apart from these faculty members separately creates group of students for field work. Through these groups field instructions are given moreover, course wise groups are prepared and teaching instructions and study materials are provided.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nothing to add

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

Due to COVID19 during the academic year 202, college faculties conducted online classes. teachers in the college used various ICT tools for teaching such as Google meet, zoom plat forms, video and audio clips, YouTube links, PPTs. 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 notice, class time table, links for teaching daily classes, topic related YouTube links, were also shared on Whatsapp groups. During Pandemic students prepared PPTs for seminar presentation under assignments which was shared on Whatsapp groups. Internal viva voce is also conducted by teachers on online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

6

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

2.4 - Teacher Profile and Quality

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

8

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

00	
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	
8	
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.	
<p>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 board 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</p>	

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	Nothing to add

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

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

Social work curriculum is combination of the theory and practical. 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.

Due to pandemic, the internal and external exams were conducted by online mode, therefore to facilitate the process of examination; college has appointed a teacher as IT co-ordinator.

File Description	Documents
Any additional information	View File
Link for additional information	Nothing to add

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, program specific outcomes and course outcomes

Program outcomes:-

The student will acquire the knowledge, skills and techniques of social work profession for effective intervening. They will be familiar with philosophy, principles, theories, tools, techniques, methods and skills of social work profession. They will understand society's responses, problems and develop ability to critically evaluate the initiatives of the government programmes and student will understand client and agency and acquire the knowledge of administrative procedures, programme management and utilization of these skills into practice. They 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 work, 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, labour welfare, rural development, health and mental health, youth and women welfare, tribal welfare,

disability 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 practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.manavlokcollegeofsocialwork.co.in/img/Program%20outcomes,%20program%20specific%20outcomes%20and%20course%20outcomes-converted.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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	Nothing to add

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

35

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	http://www.manavlokcollegeofsocialwork.co.in/img/Annual%20Report%202020-21..pdf

2.7 - Student Satisfaction Survey

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

<http://www.manavlokcollegeofsocialwork.co.in/img/2.7.1%20Student%20Satisfaction%20Survey%202020-21.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)

5.93

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

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

3.1.2.1 - Number of teachers recognized as research guides

5

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ncw.nic.in/ https://mscw.org.in/ Dr. Babasaheb Ambedkar Marathwada University ...http://www.bamu.ac.in

3.2 - Innovation Ecosystem

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

Manavlok's College of Social Work, Ambajogai has created an ecosystem for Innovations.

Research Workshop is organized in the campus where all research scholars across the institute and from outside can participate to increase their knowledge and demonstrate their research work. All faculties from our college are encouraged to do research in multi-disciplinary and inter disciplinary areas. Workshops and seminars are conducted on ICT which have proved helpful to the rural students. It is usual practice of the institution to allow admissible leave facilities to attend seminars workshops training programmers etc. Faculty members are encouraged to undergo professional development programmes and organize and participate in Conferences, Seminars and Workshops. The College has a journal named Manavlok Research Bulletin. Faculties are encouraged to

apply for research project to funding agencies. The library has a separate reading room for students and professors. In addition, an e-library has been set up in the library. The N-List Inflibnet, OPAC facility is available in the library to make e-book resources available to students and professors. In addition, the library has four computer sets for the convenience of students. The head of the library and his colleagues strive to make the library more useful and important.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nothing to add

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

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

13

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

1

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

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

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

4

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

3.4 - Extension Activities

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

Extension Activities Conducted

Sr No

Activity name

Date of Activity

Field Work Agency

1

Companying of covid 19

10/06/2011

At. Satephal Tq. Ambajogai Dist. Beed

2

Distribute masks to employees

15/06/2021

At. Aadhingani Tq. Dharur Dist. Beed

3

Tree plantation

20/06/2021

At. Pattiwadgaon Tq. Ambajogai Dist, Beed

4

Sanitation campaign

28/06/2021

At.Patoda Tq.Ambajogai Dist. Beed

5

Awarness Programme of Vaccination

04/07/2021

At.Borda Tq. Gangakhed Dist.Parbhani

6

Follow up of Employed Youth

27/06/2021

Sugar Factory Talgaon Tq. Wadwani Dist Beed

7

Meeting with SHG Members

29/06/2021

Talgaon Tq. Wadwani Dist Beed

8

Awareness on Corona Vaccination

02/07/2021

Talgaon Tq. Wadwani Dist Beed

9

Educational Group Activity with School Children

06/07/2021

Talgaon Tq. Wadwani Dist Beed

10

Conduct Case Studies on Corona affected Families

During the field work period

Ambajogai

11

Group Work with adolescent girls boys and aged people

During the field work period

Ambajogai

12

Group work and case work

During the field work period

Ambajogai

13

Studying and understanding of the Covid -19 pandemic situation in their villages

During the field work period

All Field work agency and villages

14

Awareness on corona vaccination

During the field work period

All Field work agency and villages

15

Health Awareness

16/10/2020

Rewali Tq. Parli v

16

Waste out of Baste

03/11/2021

Rewali Tq. Parli v

17

Cycling raise

13/10/2020

Khadkpura Ambajogai

18

Ration Kit

17/10/2020

Jansahyog Ambajogai

19

Ration Kit distribution in various women

06/05/2020

Naigaon Tq. Kalmb Dist. Osmanabad

20

Skill Devlopment Programme in Women

28/08/2020

Z.P. School Dhobi tanda

21

Eradication of Blind Faith

-

Mahadev Ngar Latur

22

Baby Showering Programme

18/09/2020

Mahadev Ngar Latur

23

Education Programme

04/07/2021

Khadakpura Ambajogai

24

Sport Game Progeamme

11/07/2021

Khadakpura Ambajogai

25

Rangoli Game, Plantation

04/07/2021

Khadakpura Ambajogai

26

Tree Plantation

05/06/2021

Mahadev Nagar Latur

27

Awariness of Covid 19 Vaccination

All over field work

At. Kodas Tq. Ambajogai Dist Beed

28

Covid 19 virus Awarness Programme in Women

During the all field work

At. Kalamb Dist. Osmanabad

29

Various Sport Activity

During the all field work

Nathra Tq. Parali V Dist Beed

30

Draying Competition

04/07/2020

At. Pathan Madhava Tq. Ambajogai Dist Beed

31

Essay Competition

14/07/2020

Kalamb Dist Osmanabad

32

Skill Development programme

25/07/2020

Bhimnagar Kalamb Dist Osmanabad

33

Independence Day

15/08/2020

Yeshwantrao Chavan Vidyalaya Kalamb Dist Osmanabad

34

SHG Meeting

Bhimnagar Kalamb Dist Osmanabad

35

Birth Anniversary celebration in Chatrapati Shivaji Maharaj

19 feb 2021

Bolda Tq. Ganngakhed Dist Parbhani

36

Tree Plantation

04/07/2021

At. Aadhingani Tq. Dharur Dist. Beed

37

Cleanness Campus

13/07/2021

At. Aadhingani Tq. Dharur Dist. Beed

38

Rangoli Competition

20/07/2021

At. Aadhingani Tq. Dharur Dist. Beed

39

Andharshrdha Nirmulan

03/01/2020

At. Aadhingani Tq. Dharur Dist. Beed

40

Draying Competition

02/07/2021

Morewadi tq. Ambajogai Dist Beed

41

Sport Activity

11/07/2021

Morewadi tq. Ambajogai Dist Beed

42

Parents and Students Meet

25/07/2021

Morewadi tq. Ambajogai Dist Beed

43

Well De-silting

06/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

44

Draying Competition

18/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

43

Essay Writing

20/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

44

Musical Chair Competition

27/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

45

Cleniness Campus

21/07/2021

Morewadi Ambajogai

46

Tree Plantation

27/07/2021

Lokhani sawargaon tq. Ambajogai Dist Beed

47

Sport Competition

23/07/2021

Waghadhari tq. Ghangakhed Dist Parbhani

File Description	Documents
Paste link for additional information	Nothing to add
Upload any additional information	No File Uploaded

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

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

0

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

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

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

10

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

10

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)	No File Uploaded

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

17

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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. 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. All the computers available in the college are connected with LAN facilities.

The computers in office and library are having UPS facilities. The college also provides the photocopy facilities to the staff and students. The maintenance and cleaning of these facilities are done by the non-teaching staff. 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 in the campus is maintained by the gardener appointed by the college.

The computers with internet facilities 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. The Faculties are free to use the computer and internet facilities and can get the academic related Xerox copies at no cost. However, the student and staff can use the physical facilities within the framework made by the college and approved by the college development committee. All the stake holders have to follow the guidelines about the use of physical facilities and its maintenance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

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

manavlok 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 have 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:- caram, chess,

outdoor:- cricket kite, volley ball kit, kabbadi kit, shuttle cock, volley ball ground, kabbadi ground etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

03

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

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

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

282373

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)

Manavlok Social Work College Library Related to Social Work Reference Books, Dictionary Encyclopedia, Philosophy, Sociology, Political Science, History, 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 WhatsApp 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. In order to motivate the readers to get in the habit of continuous reading, webinars are organized. Every year, the library honors with book exhibitions and certificates and the best readers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://libcloudmastersofterp.in www.libcloud.mastersofterp.ac.in

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	B. Any 3 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)

Rs. 13228

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

09.74 per day

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

4.3 - IT Infrastructure

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

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 2020-21

Sr No.

Particulars

Update/renew/maintenance

1

Legal tallies account software

Renewed

2

Anti-virus

Renewed

3

Intex megha headphone, speakers

Purchased

4

2 computer

Formatted

5

Zoom app for teaching

Subscribed

6

College website

Updated

7

N-list

Subscribed

8

Libman cloud management software for library

Updated

9

Photocopy machine including printer

Regular maintenance

10

Campus Wi-Fi (Jio)

jio

11

Campus Wi-Fi (Airtel)

Airtel

12

CCTV

Regular update and maintenance

13

LCD Projector

Regular maintenance

14

LED Smart TV

Regular maintenance

15

UPS inverter

Regular maintenance

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

4.3.2 - Number of Computers

19

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

282373

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.

4.4.1 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms 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, ladies room, 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. with prior permission of the principal and concerned faculty members.
- In library the computer with internet facilities are provided for the students. 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.
- All the computers available in the college are connected with LAN facilities. The computers in office and library are having UPS facilities. The non-teaching staff looks after the maintenance of these facilities. If there is any problem, faculty report to the principal and principal take the necessary action for restoring or providing services.
- The maintenance and cleaning of these facilities are done by the non-teaching staff. 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 in the campus is maintained by the gardener appointed by the college.
- The computers with internet facilities 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. The Faculties are free to use the computer and internet facilities and can get the academic related photo copies at no cost. However, the student and staff can use the physical facilities within the framework made by the college and approved by the college development committee. All the stake holders have to follow the guidelines about the use of physical facilities and its maintenance.
- Library: - library have following:- library has its own procedure and policies for use of library for the teaching and non-teaching staff. At the entrance of the library the rules are displayed. 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. the concerned has to put officially demand to purchase. 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: - sports facilities are available in the college. A faculty has given charge to keep updated the sport facilities and its utilization. A stock register for sport facility is maintained. The sport items are noted in this register besides this an issue receiving registered is maintained. For purchasing new sport items, a demand is prepared and with principals approval by inviting quotations, the order is placed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	00

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	
54	
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	
54	
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	B. 3 of the above

File Description	Documents
Link to Institutional website	http://www.manavlokcollegeofsocialwork.co.in/img/5.1.3%20-%20Capacity%20building%20and%20skills%20enhancement%20initiatives.pdf
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

01

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

01

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

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

A. All of the above

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

29

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

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

5.2.2.1 - Number of outgoing student progression to higher education

03

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

02

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

5.3 - Student Participation and Activities

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

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

0

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

Activity of Student Council & Representation of Students on Academic & Administrative bodies/committees of the Institution (maximum 500 words)

Student Council: - Student councils scheduled is prepared by Dr Babasaheb Ambedkar Marathwada University, Aurangabad, however, this year university has not provided the guidelines for formation of Student council at college level.

Rural Camp Committee:- rural camp is a compulsory academic activity, while organizing the rural camp in villages, 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. Through this committee, the students participate in decision making and execution of rural camp.

This year, rural camp activities were conducted at the native places of the students due to corona pandemic. They were expected to follow the rural camp activities guided by the co-ordinator.

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. These committees consists male/female members. These committees participate in decision making process regarding study tour.

This year study tour was cancelled due to corona pandemic, instead of study tour, extension activity was conducted at the natives place of the students.

Social Justice and Empowerment cell: - The cell has been established under the guidelines of the UGC at our college the year 2019 - 20. The cell consists eight members which belonging to faculties and the student's representatives of the SC/ST and other backward class. Every two or one year the representatives from the students change due to the two year post graduation course. The students are being acquainted with the aims, function and the provisions within the cell. In every semester meeting of the cell is organized. The issues concerning the scholarship, application for scheme, competitive exam and guidance are resolved involving student members.

Internal Complaint Committee:- This committee is also mandatory to every college to ensure women friendly environment and sensitize students and employee with the law. According to the latest amendment in the prevention of sexual Harassment of Women at workplace Act 2013 two female student representatives required in the committee. The tenure of the committee is for three years.

Every year one new representative from female students is added in a committee member by following the democratic process. At least three meetings and a one workshop or interactive sessions are get conducted to understand the significance of the act, role of committee members and its function to students. Meetings are held regularly. The plan for the academic year gets decided in the meeting and student representatives actively carry it out of successfully.

Cultural Committee:- colleges annually organizes, the cultural programmes and inter collegiate cultural programmes for the students. A committee by name cultural committee is formed to facilitate the cultural activities. 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	00
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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	No File Uploaded

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

Ours college has a registered alumni association. This association organizes alumni meet every year, this year due to pandemic no such gathering was organized, however, this year alumni distributed the ration kit to the needy and corona affected families. This association organizes the meetings of the alumni's to discuss on the issues and problems associated with their carrier. This year, the alumnus has given a memorandum to the state government of Maharashtra about the basic qualification for the appointment of social welfare. This year, alumni association has contributed Rs 10000 to the institution.

This year an alumnus has organized two online meet, in these meet regular and alumni were participated. Mr Dhanraj pawar, alumni of our college delivered his lecture on pandemic crises and social work, Mr. Tejas Malwadkar, assistant commissioner for department of social welfare and justice delivered lecture on recruitment process for the post of social welfare officer.

File Description	Documents
Paste link for additional information	http://www.manavlokcollegeofsocialwork.co.in/Alumini.aspx
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:-

- 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.

Objectives:-

- To sensitize the student to deal with various social issues.
- To develop comprehensive professional skills in them.
- To promote and co-ordinate social work activities.
- To develop professional values and commitment.
- To offer consultancy, guidance and other assistance relating to and in pursuance of the objectives of Manavlok
- To conduct and monitor all such activities which would helps to social development

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	00
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.

The decentralization of power and participative management is seen in various institutional practices. Our college distributes the curricular, co-curricular and extra-curricular activities among the faculty members. Apart from these institutes get participation of teaching and non-teaching staff in various committees formed for academic and management purpose. The decentralization and participation in management is reflecting from the following activities:-

1. Admission committee:- college constitutes a admission committee under the chairmanship of principal. This committee includes teaching and non-teaching staff. The admission procedure is followed as per admission guidelines and schedule provided by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and admission policy of the state government of Maharashtra.
2. Academic committees:- To facilitate the academic activities, the academic practices are decentralized. In the beginning of the academic year, college appoints co-ordinators for focused activities such as MSW 1st year field work co-ordinator, MSW 2nd year co-ordinator, orientation visit MSW 1st year co-ordinator, MSW 2nd year orientation visit co-ordinator, MSW 1st year field work co-ordinator, MSW 2nd year co-ordinator, rural camp co-

ordinator, study tour co-ordinator, block placement co-ordinator, research co-ordinator exam co-ordinators etc. the co-ordinators are responsible for conducting the activities as per academic guidelines. These co-ordinators are decided through discussion in staff meetings. These co-ordinators are free to take the decisions within the framework of the activities.

3. Committees for Extracurricular activities: - as part of the decentralization of the power and participation of the teaching, non-teaching staff and students, college constitutes various committees such as Annual gathering committee, cultural committee, sports committee etc. these committees are represented by the teaching, non-teaching staff and students. The decisions are taken jointly and implemented to perform the extracurricular activities in the college.
4. College level committees: - as part of the decentralization and participation in management, as per the guidelines of the state government of Maharashtra and Dr Babasaheb Ambedkar Marathwada University, Aurangabad college has constituted the following committees..

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, IQAC etc all these committees and their aims are elaborated in the staff meeting. As per guidelines the representation for teaching, non-teaching staff and students are given on the committee.

File Description	Documents
Paste link for additional information	http://www.manavlokcollegeofsocialwork.co.in/Cell.aspx
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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	00
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.

All the general meetings of Manavlok Sanstha have 84 members from various social sectors. From these members, the executive members are selected as per the rules of the government. The total number of executive members is 15. The members of these two committees serve as the senior member of the college. Also, 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. The minutes of the decision taken in the previous meeting and its fulfillment are read in the meeting and the planning and responsibility for the next one month is given to the employees.

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 problem is solved by informing the complainer about the decision of the committee. The report of this committee is presented before the weekly meeting, monthly meeting, quarterly meeting and in the meeting of college development committee. Complaints do not arise as the number of students in the college is less. If a complaint arises, it is resolved amicably.

File Description	Documents
Paste link for additional information	00
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	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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	00
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

08

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)	View File

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

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

04

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 casual leave, duty leaves etc of the teachers during the academic year. It also includes the information about seminar, conferences, workshops, faculty development programme, orientation, refresher courses, books, articles published during the year. Apart from this it includes participation in college and university assignments/committees, assessment evaluation etc. which is an authentic document in the process of evaluation.

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 to decide annual plan and how to execute it and feed back of teachers and suggestions are also invited in the meeting.

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	00
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 V.B. Walwadkar & company, Ambajogai.

Mechanism for settling audit objections:-

The objections by external auditor are presented before internal audit committee. this committee fulfill the discrepancies.

File Description	Documents
Paste link for additional information	00
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	View File
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

Ours college is a government of Maharashtra aided college. 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	00
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC cell is continuously working for improving and maintains the quality in social work education.

Followings are the two examples of best practices institutionalized.

1. Use of ICT in teaching learning process:-

Use of ICT in teaching learning process allows new ways of learning for students and teachers. Our institution is also using ICT in teaching learning process. Faculties are now familiar with use of various ICT tools for teaching such as Google meet, zoom and teach mint apps, video and audio clips, YouTube links related to subject, PPT's are using by the faculties. Google classroom is specially used for manage and to post course syllabus, teaching materials, submission of assignments. Teachers created Whatsapp groups of their respective subject which were used to send notice, class time table, and links for daily teaching classes etc. the students share their experiences, difficulties with the concerned supervisor through these groups.

2. Web series:-

The pandemic suffered the physical attendance therefore to continue teaching-learning college adopted on line mode. In relation to social work curriculum, college organized web series on issues like...social work in pandemic situation, youth and health care in the time of covid-19 action and change, social

movements, learning and knowledge during covid-19, status of unorganized labors, the impact of new national education policy, stress and coping strategies etc. by inviting experts.

File Description	Documents
Paste link for additional information	http://www.manavlokcollegeofsocialwork.co.in/img/3.2.2%20-%20Number%20of%20workshops%20seminars%202020-21.pdf
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

Up gradation of classrooms with ICT:-

IQAC has made efforts to improve the infrastructure for teaching learning. In response to the suggestions made by the IQAC, institution has constructed two halls for teaching. These classrooms are well equipped with ICT. LCD projector and smart TV are installed in these classrooms. Campus is enabled with Wi-Fi connectivity.

Coaching classes: -

As per suggestions given by NAAC 1st cycle, college has started coaching classes from 25th June 2018 with 20 students. The college charges Rs 1000 per students for per month. The coaching is provided for preparation to competitive exams conducted by state government of Maharashtra. Apart from this, the coaching is also provided for SET/NET examinations. As result of this coaching class 15 students cleared SET/NET examinations. Seven students succeeded in competitive exams conducted by the state government. The classes are continuing till date except corona pandemic (2020-21) period.

Certificate course: -

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad has approved a short tem certificate and diploma course on "water literacy" under the faculty of interdisciplinary-studies with learning objectives such as to understand the basic concept of water literacy, to acquire the knowledge of water policy and to

develop an understanding about water legislations. Duration of this course is three months. The students appeared for fourth semester are eligible to apply for this course. All the students in semester in fourth semester admit in this course. The teaching and field work under this course are conducted besides the regular course programme.

File Description	Documents
Paste link for additional information	00
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.manavlokcollegeofsocialwork.co.in/img/Annual%20Report%202020-21..pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Equality

Promotion of Gender equality is one of the significant components our institution has adapted since inception of the institution. We provide gender friendly environment in the campus. Female students are being encouraged to acquire skills in male dominated fields like management of the event, stage courage, leadership in the group task, play ground activity etc. We organize gender sensitization workshops and legal literacy campaign. We encourage gender free sitting arrangement in the classrooms, group task, and allotment of concurrent field work that helps to change the patriarchal mindset of students. Film shows or links of videos based on gender equality are being shared on the social media like Whatsapp groups. Students are eventually promoted to perform Role plays and street plays on the central theme of gender equality. Practices like writing name of a mother with father are being adapted in daily procedure of the administration.

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	http://www.manavlokcollegeofsocialwork.co.in/img/7.1.1%20Specific%20facilities%20provided%20for%20women%202020-21.pdf

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

C. Any 2 of the above

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

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

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 management the size of each Nydep 4*6*4 feet. In every same organic fertilizer made through Nydep is used for campus trees and plantation. The biological reusable waste generated is 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	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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	E. None of the above
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**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	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	View File

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

Citizens of India are the ultimate custodian of the constitutions. The constitution empowers the citizen, but the citizen too empowers the constitution by following it, by adhering it. By protecting it and by preserving it to make promote harmony and sensitize the fundamental rights and duties, it is the responsibility of every citizen to follow and adopt these constitutional values and ethics.

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.

According to ministry of Social Justice and Empowerment, higher education policy and UGC Directives 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 on garlanded Dr. Babasaheb Ambedkar the father of constitution, on this day we gathered to read the preamble of constitution and take oaths for follow the better citizenship.

File Description	Documents
<p>Details of activities that inculcate values; necessary to render students in to responsible citizens</p>	<p><u>Discussion with students on Human Rights & Constitutional Provisions Introduction: Manavlok's college of Social Work, Ambajogai is committed to give human value based education. The syllabus of M.S.W course includes humanitarian principles, problem analysis and treatment methods as well as the in-depth study of human rights and constitutional ideas about social justice. As we know our constitution is the lengthiest written constitution, one factor contributing to it having been drawn from many different sources. The constituent assembly assessed many constitutions and drafted one taking all the provisions that best applied to India's diversity. Dr. B R Ambedkar rightly claimed it to be framed after "ransacking" the known constitution. Discussion on Human Rights and Constitutional ideas helps students for rigorous thinking over the number of social issues and problems. Discussion with students on Human Rights: Date- 23/12/2020 Day- Wednesday Class- M.S.W- Sem- III Time-11.00a.m to 12.30 p.m Human rights are the basic rights available to all human being by virtue of his or her birth. It is inherent in all human beings irrespective of their nationality, religion, language, sex, colour or any other consideration. Social work is the profession where the all efforts are taken to protect human being from all kind of evils and to establish Human Rights. The Protection of Human Rights Act, 1993</u></p>

defines Human Rights as: "human rights" means the rights relating to life, liberty, equality and dignity of the individual guaranteed by the Constitution or embodied in the International Covenants and enforceable by courts in India".

Students were encouraged to take active participation in the discussion held on this topic and share their experiences and observation. In the class there were 32 students who shared their views on human right concept. After the discussion on many examples we discussed on U.N. Convention on Human Rights 1948. The Human Rights in India originated long time ago. It can easily be recognized from the principles of Buddhism, Jainism. Hindu religious books and religious texts like Gita, Vedas, Arthasatra and Dharmashstra also contained provisions of human rights. Muslim rulers like Akbar and Jahangir were also very much appreciated for his regard for rights and justice. During the early British era, the people suffered a great violation of several rights and this led to the birth of modern Human Rights jurisprudence in India. The rights in the Universal Declaration of Human Rights were almost completely covered in the Indian Constitution either in Fundamental Rights or Directive Principles of State Policy. Nineteen fundamental rights were covered in Motilal Nehru Committee Report, 1928 out of which ten appear in the Fundamental Rights whereas three of them appear as Fundamental Duties. Discussion with students on Constitutional Ideas: Date- 11/ 01/2021 Day- Monday Class- M.S.W- Sem- I Time-1.30 p.m to 2.30 p.m

The Constitutional ideas are one of the important content mentioned in the core course named Basic Social Sciences. Today in virtual classroom the discussion held on the major constitutional ideas. Indian Constitution came into existence on November 26, 1949. The Constituent

Assembly of India drafted it, with the consideration of features included in the Constitutions of the other countries and also from the Government of India Act 1935. Know here which countries have contributed to the Constitution of India. The Indian Constitution is unique in its contents and spirit. Although it had picked up many best features from other constitutions of the world. The constitution of India has several salient features that distinguish it from the constitutions of other countries. Parliamentary government, Rule of Law, Legislative procedure, Single citizenship, Cabinet system, Prerogative writs, Parliamentary privileges, etc. major features discussed today. Discussion with students on Fundamental Rights : Date- 30/09/2021 Day-Thursday Class- M.S.W- Sem- I Time-2.00 p.m to .3.00 p.m Fundamental Rights were borrowed from the constitution of the United States of America. The constituent assembly of India adopted the constitution of India on 26th November 1949, which came into effect on 26th January 1950. It contains 395 Articles, 22 Parts, and 12 Schedules. Part III (Articles 12 to 35) of the Constitution of India consists of Rights which are essential for the overall development of individuals, are also termed as Fundamental Rights. The Right to Equality is guaranteed by the constitution of India through articles 14 to 18 (of which article 14 is the most important). Right to Equality refers to everyone being equal in the eyes of the law. Right to Information has been given the status of a Fundamental right in 2005, under article 19(1) of the Indian Constitution. Right Against Exploitation Articles 23 and 24 guarantees the right against Exploitation and focuses mainly on two provisions. The first being the abolition of human trafficking and Begar (Forced Labour) and

secondly, the abolition of employment of children under the age of 14 in jobs with a risky environment like factories, mines etc. Right to Freedom of Religion Articles 25 to 28 provide religious Freedom to all Indian citizens. The main objective of this right is to sustain secularism in our country. Cultural and Educational Rights Articles 29 and 30 provide every Indian citizen with Rights to education and cultures. It assures that every citizen gets equal opportunities in terms of education while giving minority communities the right to admission in colleges and universities without any discrimination. It also gives minority communities the right to establish Educational institutions to preserve and develop their culture. Right to Constitutional Remedies Articles 32 to 35 empowers all Indian citizens to move to the court of law whenever they are denied their Fundamental Rights. Article 32 is also termed as the citizens right to protect and defend the constitution as it allows the citizens to enforce the constitution through the judiciary.

Discussion with students on Fundamental Duties : Date- 29/ 12/2021 Day- Wednesday Class- M.S.W- Sem- I Time-3.00 p.m to .4.00 p.m The discussion held today with aim that students shall aware about the fundamental duties and create awareness about it in society. Total 34 students were participated in the discussion. The fundamental duties which were added by the 42nd Amendment Act of the Constitution in 1976, in addition to creating and promoting culture, also strengthen the hands of the legislature in enforcing these duties, the fundamental rights. The list of 11 Fundamental Duties under article 51-A is given in Indian constitution to be obeyed by every Indian citizen. 1. Abide by the Indian Constitution and respect its ideals and

	<p><u>institutions, the National Flag and the National Anthem</u> 2. <u>Cherish and follow the noble ideals that inspired the national struggle for freedom</u> 3. <u>Uphold and protect the sovereignty, unity and integrity of India</u> 4. <u>Defend the country and render national service when called upon to do so</u> 5. <u>Promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women</u> 6. <u>Value and preserve the rich heritage of the country's composite culture</u> 7. <u>Protect and improve the natural environment including forests, lakes, rivers and wildlife and to have compassion for living creatures</u> 8. <u>Develop scientific temper, humanism and the spirit of inquiry and reform</u> 9. <u>Safeguard public property and to abjure violence</u> 10. <u>Strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement</u> 11. <u>Provide opportunities for education to his child or ward between the age of six and fourteen years. This duty was added by the 86th Constitutional Amendment Act, 2002</u></p>
<p>Any other relevant information</p>	<p style="text-align: center;"><u>00</u></p>
<p>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</p>	<p>A. All of the above</p>

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, Dist- Beed. has organised/celebrated thenational and international commemorative days, events and festivals as follows during the year2020- 2021

Sr. No.

Date

Particular of programme

Chief Guest of the programme

1

01.08.2020

Birth anniversary of Annabhau Sathe and death anniversary of Lokmany Tilak

Dr. Nazir. Sheikh and Dr. Arundhati Patil garlanded the images of Annabhau Sathe and Lokmany Tilak

2

23.08.2020

62nd Foundation Day o Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

University flag was hoisted by Dr. Arundhati Patil

3

05.09.2020

Teacher's Day on the occasion of the birth anniversary of Dr. Sarvapalli Radhakrishnan was celebrated.

Dr. Rama Pande garlanded the image of Dr. Sarvapalli Radhakrishnan

4

17.09.2020

Marathwada Muktisangram Din

The National Flag was hoisted by Shri Annasaheb Roham, Member of Executive Board of Manavlok

5

26.11.2020

Constitutional Day

Dr. Rama Pande and Dr. Arundhati Patil garlanded the image of Dr. Babasaheb Ambedkar

6

04.01.2021

Birth Anniversary of Krantijyoti Savitribai Phule

Shri Bibhishan Ghadage garlanded the the image of Krantijyoti Savitribai Phule

7

12.01.2021

Birth anniversary of Rajmata Jijau and Swami Vivekanand

Dr. Vanita Machave and Smt. Dipali Ghodake garlanded the images

of Rajmata Jijau and Swami Vivekanand

8

14.01.2021

Dr. Babasaheb Ambedkar Marathwada University Name Extention Day

The University Flag was hoisted by Shri Annasaheb Roham, Member of Exicutive Board of Manavlok

9

26.01.2021

Republic Day of India

The National Flag was hoisted by Smt. Kavita Somani, Social Worker, Manavlok

10

19.02.2021

Birth Anniversary of Chh. Shivaji Maharaj

Dr. Prakash Jadhav, Principal, Manavlok's College of Social Work, garlanded the image of Chh. Shivaji Maharaj

11

14.04.2021

Birth Anniversary of Dr. Babasaheb Ambedkar

Shri. Madhav Chivale and Shri Namdev Kappe alumni of the college garlanded the image of Dr. Babasaheb Ambedkar

12

01.07.2021

Agriculture Day on the occasion of Dr. Vasant Rao Naik , Ex. Chief Minister of Maharashtra

Shri. Kisan Shingare, Assistant Professor, garlanded the image of

Dr. Vasantrao Naik.

13

15.08.2021

National Independence Day

The National Flag was hoisted by Shri Shyamsundar Sarwade

14

23.08.2021

63rd Foundation Day of Dr.Babasaheb Ambedkar Marathwada University, Aurangabad.

University flag was hoisted by Smt. Sukeshini Jogdand , Assistant Professor of Manavlok's College of Social Work, Ambajogai.

15

17.09.2021

Marathwada Muktisangram Din

The National Flag was hoisted by Dr. Nazir Sheikh, Professor of Manavlok's College of Social Work, Ambajogai

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.

Presentation of Best Practices-01

1. Title of the Practice

Social Work Intervention in Villages against Covid-19

2. Objectives of the Practice

1. To Create village level awareness about the covid-19
2. To prepare villagers for covid-19 immunization campaign
3. To support Gram Panchayat and Asha Workers to combat covid-19 at village level.

3. The Context

To combat with covid-19, the state and central government has issued the advisory, which has restricted on the movement. A fear was spread all over India. In rural areas, number of misconceptions was developed. The returned migrant labourers were quarantined in the villages. The fear of corona has developed a fear in the mind of the villagers. The returned migrants were not allowed to move freely in the village. These returned people encountered a type of discrimination, nobody was ready to help them or villagers were avoiding them by keeping social and physical distance.

4. The Practice

To work at villages in pandemic situation was challenging. Number of misconceptions was developed in the villages. Villagers were maintaining social and physical distance. No body from outside was entertained. The family affected by corona were experiencing discrimination and a type of boycott. In such situation, with the help of Gram Panchayat member and Ashatai Worker Awareness campaigns were conducted and affected families were counselled and supported for treatment and precautions.

5. Evidence of Success

In the intervened villages, due to misconceptions about the corona vaccine nobody was ready to get vaccinated, after individual and group level counseling, in the village, the people became ready to get vaccine. In every village, vaccination camp was organized and villagers responded positively for vaccination.

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 40 words.

6. Problems Encountered and Resources Required

The Spread of misconceptions about the covid-19 treatment and vaccination was the major problem to combat with covid-19 at village level. Peoples approach and behavior towards the affected family was another challenge to combat with covid-19. It was required to conduct awareness campaign and support services at village level.

Presentation of Best Practices- 02

1. Title of the Practice

Social Work Intervention in Covid Pandemic

2. Objectives of the Practice

- To provide financial and psycho-social support to the Covid positive families.

- To counsel cured Covid positive patients for plasma donation.
- To render services in the Covid centre started by the Manavlok.

3. The Context

Employment and livelihood of the people was suffered due to Covid pandemic. It was felt need to provide immediate services to these people such as grocery kit, financial support etc. being as social work professionals and sense social responsibility, the staff of the college donated rupees two lakh (Rs. 2,00,000) to Manavlok for purchasing the ration kit.

Plasma was being considered as essential for Covid positive patients, therefore efforts have been made to find cured corona positive individual for plasma donation. A Whatsapp group of college staff and local volunteers was created for counseling to the cured patients of covid for plasma donation.

Covid centre was started in college campus by the Manavlok. The college staff provided the services in covid centre. The teaching staff was engaged in counseling to the corona positive patients in this Covid centre.

4. The Practice

The staff of the college voluntarily collected amount Rs two lakh and donated to the institution for purchasing rationing kit. The list of the needy and poor families was prepared for distributing the kit and distributed accordingly. Faculty members participated in distribution of kit to poor and needy families.

Plasma was used to treat corona positive patients, therefore a Whatsapp group of volunteers was prepared and through this group cured patients were identified and they were counselled to donate the plasma.

Manavlok has started Covid centre in college campus. The teaching and non-teaching staffs were rendering the services in covid centre. Non-teaching was engaged in providing the services such as making arrangement, cleaning, providing food kits etc. the teaching staff was engaged in counselling to the patients admitted in Covid centre.

5. Evidence of Success

With the help of institutions 1877 kits were distributed to the poor and needy families in rural and urban areas. This has valuable support to these families. In response to counseling made by the plasma group, four cured patients donated plasma. Through Covid-19 centre, medical and psychological supportive services were provided to the 345 admitted patients as result of the joint efforts all the admitted patients cured.

6. Problems Encountered and Resources Required

While working with positive patients in Covid-19 centre, the fear of getting positive remains. List of the needy and poor family was exhaustive and financial sources for purchasing ration kits for them were limited. There were restrictions for face to face meeting. Difficulties in approaching to rural positive patients due to restrictions of Covid-19

7. Notes (Optional)

Counseling made it easy to encounter the problem of fear and misunderstanding about covid-19. Contribution of social work faculties and social work intervention strategies made positive effects to encounter the pandemic situation. Social work faculties and staff can contribute in such pandemic in the form of financial and psycho-social support to the victims.

File Description	Documents
Best practices in the Institutional website	http://www.manavlokcollegeofsocialwork.co.in/img/7.2.1%20Best%20Practices%202020-21.pdf
Any other relevant information	<u>00</u>

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

As stated in the mission and vision of the institute, our college strives for the quality education in social work. College provides an opportunity to the students to develop their knowledge and skills for social work intervention.

This year the field work activities were concentrated on the issues and problems arise due to corona-19 pandemic. The government's guidelines regarding corona combat strategies, the moving was restricted, by considering limitations and need, college placed all the students at their native place to practice the social work methods.

The field work activities focused on the following activities.

1. Awareness campaign: - awareness campaign with the help of Gram Panchayat and Asha workers was launched at every village where the students were placed for field work. Apart from this, the mentality of the villagers was prepared for getting vaccinated.
2. Assistance to Public distribution system: - PDS was helped to distribute the ration (food grains) to the eligible villagers.
3. Supported to the corona positive individuals and their families for taking precautions and treatment etc.
4. Conducted research studies (project work) on multi dimensions of corona-19.

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

7.3.2 - Plan of action for the next academic year

Manavlok's College of Social Work, Ambajogai

Plan of action for the next academic year

2021-2022

1. To submit a proposal to increase the intake capacity of the research centre.
2. Submission of AQAR, IIQA, SSR reports
3. To submit a proposal for inclusion of college's journal bearing ISSN no. by name "Manavlok Research Bulletin" in UGC care list.
4. Submission of proposals for financial support to construct a new well equipped library.
5. To conduct one-day workshop for Ph.D. scholars on research methodology.

6. To organize national level seminar/workshops/conference etc.
7. To organize faculty development programmes for teaching and non-teaching staff.
8. To organize programmes for the students development such as personality, communication, soft skills etc.

NAAC