



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Mauli Group of Institution's College of Engineering and Technology, Shegaon
• Name of the Head of the institution	Dr. C. M. Jadhao
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07265-7722027506
• Mobile no	8308848692
• Registered e-mail	mgicoetshegaon@gmail.com
• Alternate e-mail	cmjadhao@gmail.com
• Address	Kahamgon Road, Shegaon
• City/Town	Shegaon
• State/UT	Maharashtra
• Pin Code	444203
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Sant Gadge Baba Amravati University, Amravati				
• Name of the IQAC Coordinator	Dr. P. M. Ardhapurkar				
• Phone No.	8551004684				
• Alternate phone No.	8551004684				
• Mobile	8551004684				
• IQAC e-mail address	pm.ardhapurkar@gmail.com				
• Alternate Email address	pm_ardhapurkar@yahoo.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://mcoet.mauligroup.org/IQAC/AQAR/2019-20/AQAR%20Final%20Uploaded_2019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://mcoet.mauligroup.org/academic%20calendar.html				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.03	2018	26/09/2018	25/09/2023
6. Date of Establishment of IQAC			15/11/2016		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
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	04	
<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>IQAC has contributed significantly for implementing teaching-learning process on online mode during the pandemic period caused due to Covid-19. Internal and external assessment of the students were done online and various e-learning tools were implemented effectively for the benefit of the students.</p>		
<p>IQAC has played important role in providing health awareness to all the stakeholders of the institute during the pandemic situation.</p>		
<p>IQAC has conducted webinars and expert sessions, carrier guidance programmes, workshops, soft skill trainings etc. on virtual platform to provide additional inputs to the students.</p>		
<p>IQAC has taken initiative to tie-up with Coursera and to offer various online job-oriented courses to the students. Many students have completed these advanced courses during the lockdown period.</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
Orientation programme for the first year students	Online orientation programme was organized for the first year students on 01st February 2021.
Job oriented trainings for the students to increase placement in MNCs.	Various online training programmes were conducted to offer more opportunities to the students in multi-national companies.
Offering online courses from NPTEL/Coursera/Udemy	Students were motivated to enroll in online courses from Coursera platform. Institute has coordinated the entire online learning.
Organizing program on IPR	Oneday Workshop on IPR awareness for the students and faculty members was organized on 24th February 20201.
Teachers Trainings for effective online teaching	Conducted training programme for effective online teaching learning process was organized for the faculty members.
Certificate courses for the students.	Certificate courses were offered for the students.
Personality development programs	Special trainings were conducted for the overall development of the students
'Connect to society' programme	Blood donation camp and Grains distribution programme was organized for the society during Pandemic period

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

<ul style="list-style-type: none"> Name of the statutory body 	
--	--

Name	Date of meeting(s)
Board of Governors	24/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	02/02/2022

Extended Profile

1. Programme

1.1	299
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	960
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	168
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	283
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	68
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	66
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	27
4.2 Total expenditure excluding salary during the year (INR in lakhs)	138.38
4.3 Total number of computers on campus for academic purposes	256
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	
Response:	
<p>The institute systematically prepares the action plans and maintains proper documentation for the effective delivery of the curriculum. Being an affiliate college, we follow the curriculum designed by Sant Gadge Baba Amravati University, Amravati. We undertake following measures for effective curriculum delivery:</p> <ul style="list-style-type: none"> • The Principal conducts meetings regularly with the Academic 	

Coordinator and HODs to develop various strategies for the effective planning and delivery of the curriculum.

- Academic calendar is prepared and displayed on all notice boards and website. It consists of commencement date and last working date, Teaching days, dates for conduction of the Internal Assessment and Extra Curricular activities.
- Subject's choice for professional and free elective courses are taken from the students. Based on the interest and expertize of the faculty, the teaching load is distributed among the faculty members in a meeting. It is done well in advance so that the faculty can prepare the subject, course file, PPTs, Question bank, and Course Action Plan.
- All the faculty members maintain and update the course files regularly.
- Time Table coordinator of each department prepares Time-Table in consultation with the HOD. The approved Time-table is entered in customized ERP of the Institute - 'Drona' for effective monitoring of the curriculum delivery.
- Teaching plan for each course is prepared by the faculty members, which is reviewed by the HOD.
- All the faculty members maintain the record in 'Academic Diary' for both, Theory and Practical courses.
- During the semester, Attendance, Unit Test question papers and results are entered by faculty in ERP regularly. It is monitored by the Academic Monitoring Committee (AMC) and HOD through ERP.
- Syllabus coverage status is checked twice during the semester by respective HOD. All the faculty members need to convey the status of the syllabus coverage through specially designed proforma for the same. HOD conducts meeting to review the syllabus coverage.
- The number of lectures planned and actually conducted facilitates identification of gaps, if any, and necessary corrective actions are taken for filling the gap.
- Through the process of Continuous Internal Evaluation (CIE), faculty members judge the students level of understanding the subjects and take corrective actions for the effectiveness of the curriculum delivery.

- Slow learning students are identified in each class and the remedial classes conducted for them to raise their academic performance.
- Continuous Assessment of laboratory work is carried out to assess the laboratory skills acquired by the students. The record is maintained using specially designed Sheet for the continuous Internal Evaluation for all Practical courses.
- Two Progress reviews are conducted for monitoring the status of final year Project work. Faculty In charge coordinates the activity and maintains the record for the Project work.
- HOD takes oral feedback from each class about the curriculum delivery. Additionally, feedback is taken from all the students in structured format at the end of each semester which is conveyed to the faculty members after analysis.
- Industrial visits, expert lectures and internships are arranged for the students to bridge the gap between curriculum and the industry requirements.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Reponse :

Before the commencement of the academic year, we prepare and publish academic calendar which consists of the teaching-learning and examination (internal as well as university) schedule, various events to be organized and holidays.

The academic calendar is also published on the college website and circulated among the faculty members.

Academic progress of the students is monitored regularly with Continuous Internal Evaluation (CIE) .The review of the internal

assessment process is taken by the principal regularly.

The weightage for the Continuous Internal Evaluation of theory courses is 20 % whereas that for the practical courses, it is 50 %. The internal assessment of theory courses have three parts: Two Unit Tests, Choice based Components (CBCs) and Attendance. The institute adopted Choice-based Components which are useful to evaluate the learning abilities of the students which otherwise cannot be tested with the semester end examination. These components of internal assessment consists of assignments, mini projects, surprise tests, open book test, periodical quizzes, tutorials, group discussion, case study, viva, seminar, etc. The choice is given to the faculty members to offer any assessment component for the evaluation of the students in accordance with the Course Outcomes and it is announced in the class within the first fortnight of the semester. The reformed structure of CIE enables faculty to identify slow learners and provide them an opportunity to improve their performance.

Record of the internal assessment is maintained by the respective teaching departments.

Every department has to adhere to the academic calendar. Academic calendar is prepared by the Exam In charge in consultation with the heads of the departments and the in-charge of different activities after compiling inputs from the teaching plans of the faculty members

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://mcoet.mauligroup.org/academic%20calendar.html

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

A. All of the above

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

05

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)

07

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

213

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

Response:

The present curriculum of the affiliating University has integrated cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics through following courses:

1.Environmental Studies: Environmental Studies is compulsory course for every program which addresses the issues related to environment and sustainability. Course contents are helpful to create awareness about climate change, pollution, water conservation etc. among the students.

2.Communication Skill (Course code: 6ME06, 6XT06, 5KS06, 5EP06): Communication skill course is offered to all the programs, which covers communication abilities, social networking, and professional ethics.

3.Values and Ethics (Course code: 4ETC05): Values and Ethics is the compulsory course for electronics and telecommunication engineering students which includes Universal Human Order and Ethical Conduct, Human Rights violation and Strategies for Transition towards Value-based Life and Profession.

4.Professional Ethics (Course code: 6KS06): Professional ethics is the compulsory course for computer science engineering students which includes the personal and corporate standards of behavior expected by corporate.

5.Engineering Chemistry (Course code: 1B2): This a compulsory course for all the first year engineering students. The part of this course is related to the environmental chemistry covering ill effects of

pollution like ozone layer depletion, acid rain, greenhouse effect, etc.

6.Non-Conventional Energy Sources (Course code: 6FEME05): This is one of the elective courses offered by Mechanical Engineering department which covers various non-conventional energy sources like tidal energy, solar energy, wind energy, etc. It provides the present scenario of energy consumption and the development of sustainable and ecofriendly energy sources.

Initiatives of the Institute: Apart from the above courses, the institute takes additional efforts to impart human values, professional ethics for the overall development of the students. The policy of the institute is to provide equal opportunities for everybody to represent and participate in any student activity or committee irrespective of age, cast, creed and gender. Various programs organized by the institute to provide awareness on Human values, Professional ethics, gender issues and environment are listed below.

A) Extension activities for Community: National Social Service (NSS) unit of the institute regularly conducts various activities for making students sensitive towards societal issues and human values such as Tree Plantation Programs, Blood Donation Camps, Swachata Abhiyan, teaching rural children etc.

B) ICC Awareness programmes: The institute has established Internal Complaint Committee (ICC) which is committed to creating and maintaining a healthy environment in which students and staff can work together in an atmosphere free of gender violence, sexual harassment, and gender discrimination.

C) Gender equity promotion programs:

- International Woman's Day Celebration

D) Activities conducted for promotion of human values, Environment and Sustainability, Professional Ethics:

- Blood Donation Camp
- COVID-19 Suffering Grain Distribution

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

06

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

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

339

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://mcoet.mauligroup.org/IOAC-feedbacksystem.html
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	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mcoet.mauligroup.org/IOAC-feedbacksystem.html

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

130

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

100

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Response:

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners. The special diagnostic test is conducted for all the first year admitted students to identify advanced learners and slow learners. This test is specifically designed to assess the learning level of the students based on their aptitude, fundamental concepts of science and communication skill. Additionally, all the faculty members conducting theory and practical classes, identify the advanced and slow learners in their regular classes based on the performance in previous semester's examination.

For Slow Learners following measures are taken improve their performance.

- Remedial Classes are conducted for slow learners and poor performers.
- Slow learners are asked to meet the concerned faculty members to take additional inputs for the courses.
- Provision of simple and standard lecture notes/course materials.
- Model answers and solutions are displayed and discussed after each Unit Tests.
- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding
- Counseling is done at individual level by class teachers and class counselors for performance enhancement.
- For the lateral entry students who are admitted to 3rd semester after their diploma course, extra classes are organized, particularly for the course of Mathematics.

For advanced learners, Faculty members deliver expert lectures on the various advanced topics in their domain. These lectures are planned every semester. Faculty members cover in-depth study of the subject during these lecture series in order to stimulate the interest of the students in the engineering. The content of these lectures are beyond scope of the syllabus recommended by the University. In order to expand the critical thinking abilities, academic aptitude and skills of advanced learners, the following measures are taken.

- The students are motivated to participate in National level competition like Smart India Hackathon under the mentorship of faculty members.
- The students are encouraged to take mini projects under the guidance of the faculty members for the advancement in their learning.
- The workshops and guest lectures from the expert persons from the academics and industry are arranged regularly for the students on the advance topics.
- Software training programmes are conducted for the benefit of the students.
- The learning resources like reference books, Journals and e-books are made available in the college library and are recommended to advanced learners for further studies.
- Innovative project ideas are shared with the students for further study.
- The various value added courses which are beyond the scope of the prescribed syllabus are offered to the students.

File Description	Documents
Paste link for additional information	http://mcoet.mauligroup.org/IQAC/best%20practices/IQAC%20Guidelines%20for%20slow%20learners%20and%20Advanced%20learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
960	68

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

Response:

We provide an effective platform for students to develop latest skills, knowledge, attitude, values to shape their behavior in the correct manner. It is mandatory for all the faculty members to prepare the 'Course Overview Sheet' for the theory courses at the beginning of each semester. It includes the plan of student centric methods to be adopted, the relevant assessment methods and course outcomes (COs). The faculty members also convey the course action plan to the students in classes. The various student centric methods such as experiential learning, participative learning and problem solving methodologies are implemented through various activities throughout the year, as listed below.

- The Pre final Engineering Students work on mini-projects and final year students work on major projects. The students work in group on the project, this enhances their experimental and participative learning abilities.
- Final year students prepare and deliver seminars on recent advancements in the field of Engineering. Interactive learning during regular classes is encouraged through seminars, quizzes and role play.
- Training programmes on soft skill development are regularly conducted to enhance the students various learning abilities, leading to overall personality development necessary to cope up with the prevailing industrial challenges. Students contact the class counselor for issues related to their academics and personal matter.
- Pre and post experimental quizzes (oral) are conducted during practical sessions so that the students can validate the theory with practical observations thereby enhancing their experimental learning abilities.
- In the tutorial classes teachers acts as facilitators for the

students in working on the solutions and the students also form small groups and discuss among themselves which promote interaction and peer learning.

- Students are also motivated to go for summer training, internship at leading industries and research institutes.
- Students are encouraged to participate in the technical paper presentation contests organized by the institute as well as other institutes.
- Students association of the respective departments like EESA, MESA etc. arrange various workshops and activities for participative and experimental learning with the support of faculty of department.
- The faculties delivers the sessions in a more interactive way using various tools like: LCD projectors for presentations, animations, Video lectures, etc.
- The library plays an important role in facilitating the students with digital resources in the form of NPTEL digital library, access to subject CDs and DVDs. This helps them in independent learning. The students take active participation in various activities organized by the Institute, who are involved, right from planning to execution. This helps them in collaborative learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://mcoet.mauligroup.org/student-projects-achieve.html

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

Response:

Teachers integrate technology with traditional mode of instruction to engage students for effective learning. Faculty member uses Information and Communication Technology (ICT) in teaching to

support, enhance, and optimize the delivery of education. The following tools are used by the Institute

- Faculty members conducts Online Classes through Zoom, Google Meet, Microsoft Team & Google Classroom.
- Virtual labs are used to conduct labs through simulations.
- Practicals are conducted online by using free software applications and virtual laboratory.
- The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.
- Exams are conducted through online platforms such as Google forms and Testmoz etc.
- Faculty use social media such as WhatsApp, Telegram to share information and notes.
- The online learning environments are designed to train students in open problem-solving activity.
- Lab manuals are mailed to students well in advance the experiment is performed.
- Online quizzes and polls are regularly conducted to assess performance of the students.

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

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

2.3.3.1 - Number of mentors

65

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

2.4 - Teacher Profile and Quality

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

68

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

06

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

266

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.

Response:

The assessment of all the theory and practical courses has two components: Continuous Internal Evaluation (CIE) at institute level and Assessment by the University. The faculty members assess the students throughout the semester through two Unit tests, Choice based Components and Attendance. The choice based components (CBC) of internal assessment consists of tutorials, assignments, mini projects, surprise tests, open book test, quizzes, Group Discussion, Case Study, Viva or oral and seminar. The internal and university assessment structure for theory and practical is as tabulated below.

Continuous Internal Evaluation (CIE)

Semester End Examination (SEE) By University

Theory (20 Marks)

Practical (25 Marks)

Theory (80 Marks)

Practical (25 Marks)

Two Unit Tests

Choice based Components (CBC)

Attendance

Continous Evaluation

Comprehensive Test/Viva

University Exam

Lab Test/Viva

10

5

5
20
5
80
25

The following steps are taken to make the process of internal assessment systematic, robust and transparent.

- The semester wise academic calendar which lists the schedule of internal assessment is displayed on all the notice boards and website well in advance and followed strictly.
- All the teachers prepare their course plan which includes course outcomes, learning activities, the components of assessments and schedule which is shared with the students within first week of the semester.
- A Unit Test coordination committee conducts two Unit tests per semester centrally and monitors all the activities of setting of questions papers, seating arrangement, invigilation and declaration of results.
- The tests papers are evaluated within three working days from the date of examination and evaluated answer sheets are distributed among students for clarification and discussion in the class. The tests marks obtained by the students are also displayed on respective department notice board for their information. It makes the evaluation process transparent without any biasing.
- The results of all the components of internal assessment such as assignments, quizzes, seminar, etc. are made available on the notice boards. The student can appeal for reviewing the grades/marks awarded by the teacher. If still there exists any grievance regarding the revision of the awarded grades/marks, student may appeal to HOD.
- Monthly attendance reports are prepared and are displayed on the notice boards.
- The parents are informed about the performance in internal assessment and attendance of their wards frequently.
- It is known to students that if they fail to complete any component of internal assessment under extraordinary circumstances such as the death of any family member, accident, and hospitalization, the teacher would arrange additional assignment for them.

- The performance of the students in the practical subjects is also evaluated on a continuous basis.
- Two Progress reviews are arranged in a year to monitor the progress of the students for their project work.
- Every year, best projects from all the departments are awarded by 'Dnyanmurti Award'. This practice ensures transparent evaluation of the project work and motivates the students.
- Exhibition of the projects done by the students is arranged for parents, industrialists and all the stakeholders.
- Faculty members maintain the proper records of all the internal assessments undertaken for each class.
- The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://mcoet.mauligroup.org/student-continual-internal-assessment.html

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

Response:

An Internal Grievance Redressal Committee has been set up for redressal of students' grievances related to academic and non-academic matters and in all such matters directly affecting them, either individually or as a group, with an impartial and fair approach and to sort out various grievances of the students judiciously. It also desires to promote and maintain a conducive and unprejudiced educational environment.

The committee entertains both, written and signed complaints as well as complaints received through emails. The Committee addresses the grievances in a lead time of maximum six days or immediately based on priority and nature of the complaint and communicates to the concerned authority for a suitable action or a possible redress. The written complaints can be submitted to any of the committee members or emailed to any member. Students can also lodge the complaint to the class counselors if they are comfortable with them.

Mechanism to deal with Internal Exam related grievances

- A student can lodge a complaint or grievance with the class counselor.
- The class counselor will separately discuss the issue with concerned student, concerned teacher and HOD. The HOD shall try to resolve the grievance at his/her level only.
- If the student is not satisfied with the redressal, the HOD will communicate the issue to Internal Grievance Redressal Committee.
- The Chairperson of Internal Grievance Redressal Committee shall call a meeting to discuss the case.
- The members of Internal Grievance Redressal Committee will discuss the issue with the applicant Student.
- The Chairman of the committee will take the decision based on the inputs received from the Applicant and other concerned staff member(s).

Mechanism to deal with University Exam related grievances

- If the grievance is related to university examination then the student(s) is asked to lodge the complaint/grievance to controller of exams of the university.
- The student(s) application of the complaint/grievance is submitted by the college to the University after taking the remarks of class counselor, subject teacher, HOD and Principal.
- After declaration of University results, the desirous student can get the photo copy/ies of Answerbook/s (University theory exams) from University, for redressal as per the procedure laid down by the University.
- The mechanism for redressal is provided to the students, with a view to bring transparency and credibility in the University examination.
- The student has to submit the prescribed application form to the confidential section of the University within fifteen days from the date of the declaration of general result of the relevant examination.
- On receipt of photo copy/ies of desired answer book/s, if the examinee is not satisfied with the marks awarded to him/her, he/she may apply for redressal to the University in the prescribed form within ten days from the prescribed date of the collection of photo copy/ies of answer book/s.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://mcoet.mauligroup.org/Internal-GRC.html

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.

Response:

Each department of the institute follows the twelve Programme Outcomes (POs) as suggested by AICTE, New Delhi. Along with POs, Programme Specific Outcomes (PSOs), Programme Educational Objectives (PEOs) and Course Outcomes (COs) are defined by all the departments. COs are defined as per syllabus by using Blooms Taxonomy and mapped with POs and PSOs according to correlation level. At the end of programme the POs and PSOs are achieved through a curriculum that offers a number of courses. Each course has pre-defined COs that are linked to the POs and a set of performance criteria that are used to provide quantitative measurement of how well course outcomes have been achieved. CO attainment is calculated at the end of each course using direct and indirect methods. The results of University examination and Continuous Internal Evaluation contribute to direct method of attainment whereas Course Exit Survey based on a questionnaire designed as per COs contributes to indirect method of attainment. The means of communicating POs, PEOs, PSOs and COs to both teachers and students are described as below. The vision and mission statements are displayed on the college website and at various key positions in the college building. POs, PEOs, PSOs and COs for all the courses are kept available on respective department page of Institute website. POs, PEOs and PSOs are also displayed on notice boards of HOD cabin and every laboratory of the departments. At the beginning of every course, the faculty member discusses the course outcomes in the classroom as well as in the laboratory. The online course exit survey is conducted at the end of each course based on the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://mcoet.mauligroup.org/CO-PEO-PSO-PO.html
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.

Response:

Attainment of COs: At the beginning of each semester, the subject teacher conveys Course Objectives (COs) at the introductory part of respective subjects. The number of COs are kept equal to the number of units or topics given in the syllabus, which ensures one significant learning outcome corresponding to each topic. Attainment of COs are measured by both direct and indirect methods. **Direct Method** The Direct attainment of COs are determined from the performances of students in both, Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE). CIE is based on two Unit Tests and other components such as Assignments, Periodical quizzes, Open book Test, Seminar, Surprise Tests, Group discussion, Viva/oral, Laboratory work, Mini Project, Tutorials, Case Study, etc. The proportional weightages of CIE: SEE is 25:75. **Indirect Method** The indirect attainment of COs are determined from the course exit surveys. The course wise exit survey forms are designed to take feedback from the students on individual COs of all the courses. The percentage weightage to indirect attainment is kept at 20 %. The attainment levels obtained by direct methods and course exit survey are combined to get the final level of CO attainment which is compared with the set target level to identify attainment gap. When there is no attainment gap or attainment gap is negative, faculty member enhances the CO target when he/she offers the course next time. If the gap in attainment is found, faculty member is suggested to improve the teaching-learning process. **Attainment of POs and PSOs:** Evaluation of attainment of POs and PSOs are based on Direct and Indirect Methods which are combined to arrive at the final evaluation. **Direct Methods** Evaluation of attainment of POs and PSOs is based on the mappings from COs to POs and PSOs. Strength of mapping is defined at three levels: Low (1), Medium (2) and Strong (3). The program level Course-PO matrix is prepared for all the courses including first year courses. **Indirect Methods** Program Exit

Surveys, Alumni Surveys, and Employer Surveys are used to evaluate the attainment of POs and PSOs. PO and PSO attainments are normalized to 1, that is, if a PO is to be addressed at the level of 3 and attainments of CO associated with that PO is 100%, then attainment of that PO is 1. The overall attainment is computed by adding direct and indirect attainment values in the proportion of 80:20 and is compared against the target levels of attainment set by the Department. The loop is closed either by increasing the target level for the next cycle of the program or by planning suitable improvements in all the relevant activities to increase the actual attainment. Attainment Level: The attainment level is given as below: Attainment Level 1: 50% of students score more than 60% marks out of the maximum relevant marks. Attainment Level 2: 60% of students score more than 60% marks out of the maximum relevant marks. Attainment Level 3: 70% of students score more than 60% marks out of the maximum relevant marks.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://mcoet.mauligroup.org/CO-PEO-PSO-PO.html

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

288

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

2.7 - Student Satisfaction Survey

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

<http://mcoet.mauligroup.org/IQAC-sss.html>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

04

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Response:

Our college has developed an ecosystem for innovations and research and takes initiative through various programmes for creation and transfer of knowledge. We organized different awareness programs for faculty, research scholars and students. In the last year, college organized:

1. Online workshop on Intellectual Property Rights

In order to promote research and development activities at MGICOET, a Research Promotion Cell (RPC) has been constituted. The mandate of RPC is to disseminate information, facilitate the process and encourage the students and faculty to incorporate research activities in their academic training.

The Endeavor of Research Promotion Cell would be to:

- Promote quality research in the all the disciplines;
- Disseminate information about research project grants;
- Facilitate sending of research proposals to research funding organizations;
- Organize training programme for capacity building of teachers for applying and conducting research projects;
- Extend hassle free administrative support for completing the Research projects;

- Emphasize on IPR activities, research publications in Journals and paper presentations in reputed conferences and seminars;
- Motivate the faculty to pursue research degrees and post-doctoral research;
- Monitor ongoing research projects in the institution;
- Encourage the faculty for technology transfer and to support them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://mcoet.mauligroup.org/researchpromotioncell.html

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

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

01

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

10

File Description	Documents
URL to the research page on HEI website	http://mcoet.mauligroup.org/RPC-researchprojects.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

09

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

0

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

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

Response :

Our institute promotes institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students regularly by arranging the different social activities in and outside the campus through National Service Scheme (NSS) and student associations like Electronics Students Association, Mechanical Engineering Students Association, Computer Science & Engineering Students Association and Electrical Engineering Students Association. All the students and faculty members participate actively in the programs organized for networking with the neighborhood community. These extension activities have made significant impact on the community and helped in the improvement of health and lifestyle and created scientific temper among the rural population.

The NSS and NCC unit of the college conducted following activities:

- (1) Blood Donation Camp
- (2) COVID-19 Suffering Grain Distribution

The Corona pandemic is turning life upside down for many. Many people can be seen waiting outside the hospitals awaiting the discharge of their relatives undergoing treatment at the hospitals. Their problems have doubled with the imposition of lockdown by the government as they are not in a position to go anywhere to get food. In a move to offer relief to the patients and their relatives our college has started free grain distribution for the needy at the Chincholi, Gaigaon, Lasura, varkhed and Manasgoan village. Blood Donation Camps were also organized in association with the District Hospital, Lions Club and Rotary Club. Programs are conducted to sensitize people on issues like donating blood. The college is thus fulfilling its social responsibilities and contributing to nation building.

File Description	Documents
Paste link for additional information	http://mcoet.mauligroup.org/nss.html
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	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

02

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

38

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

3.5 - 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

01

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

14

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 institute has established all the physical facilities such as class rooms, laboratories, equipments, seminar halls, computing center, etc. required to offer active learning opportunities to the students. The academic and physical resources are as per the norms specified by AICTE and UGC guidelines and are also updated on continuous basis. These physical facilities which are used for teaching-learning purpose are described as below.

Classrooms:

The teaching block of the Institute has well-appointed, well-furnished, well ventilated, spacious classrooms for conducting theory classes and tutorials. Each department has one digital/smart classroom with LCD projector, sound system and internet connectivity facilities.

Laboratories:

All laboratories of the institute are well equipped with periodic maintenance, mainly system updating, antivirus updating, software updating calibration and servicing. All laboratories are used to carry out research activities. The laboratories are equipped with safety aids such as fire extinguisher, first aid box and display of safety instructions. All Students utilize resources of mechanical workshop for their projects as a part of curriculum. The institute has drawing hall with provision for height and angle adjustment of the drawing tables. The college has well equipped Language Lab with LCD Projector -Audio-video facilities, computers, chairs and micro phones. This indeed make students to listen, learn and perform Group Discussions, Debates and enhance Interview skills.

Seminar Halls

In addition to a central seminar hall, each department has fully equipped seminar hall with LCD Projector, white board facility, WI-FI, Audio and Video facilities to conduct conferences, seminars, workshops, expert lectures etc.

Computing equipment

Besides a fully equipped central computer laboratory, every department has a computer laboratory which is utilized for conduction of feedback process, internet surfing, Moodle, aptitude tests, project development and competitions by students of all departments. All computers on the campus are connected to internet through LAN.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mcoet.mauligroup.org/4.1.1_infrastruc_ture%20and%20physical%20facilities.pdf

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

Response:

In addition to the regular teaching, college gives importance to sports, games nad cultural activities and encourages the students to participate in sports and cultural activities for their overall development by providing adequate facilities for these activities and promotes students to participate in various competitions. Attendance is provided to the students who represent the college at inter-university, national and international competitions. College provides TA/DA, sports material, uniform to college teams to participate in event.

Sports

College promotes participation of students in sports, both indoor as well as outdoor. Some of them regularly attend sports of their interest as a part of their daily routine. The campus has playground for Cricket, Football, Volley ball, Hand ball, kabbadi, kho-kho, Disc throw and long jump. Sports equipment for cricket, football and table tennis are available for the students and staff. Gym facility is also available in the campus where students utilize it to maintain their body and health.

Cultural Activities

To promote cultural development cultural activities are organized

throughout the year on the occasion of various festivals and scheduled events of the college like, Annual gathering and IGNITE- a national level techno-cultural event. For these activities, college has a spacious open air theatre accommodating more about one thousand persons and an auditorium.

Yoga

There are separate rooms for girls and boys for yoga practice in the campus and the College conducts sessions particularly for students. To encourage the students, Institute organize programme on International Yoga Day. All these facilities have been established in 2012-2013 in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mcoet.mauligroup.org/sports.html

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mcoet.mauligroup.org/4.1.3_%20ICT-%20enabled%20facilities.pdf
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)

0.71

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)

Response:

College central library has spacious built up area with proper sitting arrangement for users. Library follows open access system encouraging the users to browse in stock area. It is fully automated using following Integrated Library Management System.

Data requirement for year: Upload a description of library with,

- Name of ILMS software: Drona
- Nature of automation: Partially
- Version: V1.0.256
- Year of Automation: 2011-12

Drona enables the library users to know list of records of presently available books within library, Online access open for users throughout the campus. All books in library are bar-coded. The computers provided in library are connected with LAN. WI-FI facility also enabled in library.

All the users can access library resources online through user account. The links for students and faculties separate and are given below.

Student Login:

<http://117.211.106.43/dronauserstudent/admin/login.aspx>

Faculty Login:

<http://117.211.106.43/dronauseremployee/admin/login.aspx>

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://mcoet.mauligroup.org/index.html

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

C. Any 2 of the above

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

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

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

0.63

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

110-120

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

4.3 - IT Infrastructure

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

Response:

The college campus has well developed state of IT infrastructure and facilities in order to facilitate teaching-learning and research. The data center has 24 hours power backup and stand by facilities to provide 24/7 services. It includes following facilities.

1. Continuous System Up gradation

Institute upgrades the operating system, internal memory storage, system configuration, etc. regularly with better bandwidth for better performance.

2 Installation of Antivirus software

In order to protect huge amount of data like student records, administrative records, research material and course related data from viruses, Trojans, botnets, rootkits, ransom ware, and all types of malicious software institute has installed antivirus software. All these antivirus software are renewed and modified whenever necessary.

3. Renewal of Cyber Roam:

Institution has provided the network protection by configuring Cyberoam which enables to maintain network security while keeping security investments low and protecting students from malware and inappropriate content. The solution range enhances productivity and minimizes bandwidth consumption by controlling unproductive surfing.

Cyber Roam is updated every three years regularly. The date of last renewal is 27/04/2021.

4. Drona (ICT/ERP)

The institute has provided 'Drona'- ICT/ERP application for effective implementation of academic and administrative activities.

It includes:

- Administrative Office Module
- Management Module
- Work Module (Academic)
- SMS Module
- Library Module, etc.

5. Bandwidth up gradation

Internet facility is provided in the campus to all the faculty members and students. Initially there was 20 Mbps bandwidth available, recently, it has been updated up to 52 Mbps.

6. Installation of latest software & equipment in respective laboratories

Institute always go through latest software & equipment to distinguish from traditional teaching practices and to carry out the experiential learning. Institute always make changes according to requirement to improve the performance, stability and security of the applications that run on computer. To fulfill this, institute purchased the softwares and updated it as per the need. Institute has a licensed software like Matlab, Xilinx, Orell, etc

7. Installation of CCTV Cameras

To avoid the unlawful activities in college campus and to maintain the discipline, CCTV cameras are configured at various locations.

8. Installation of Wi-Fi devices WiFi facility is available on the campus with Wi Fi access points installed in all system. It supports both: formal and informal learning and communications through the campus.

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

4.3.2 - Number of Computers

256

File Description	Documents
Upload any additional information	View File
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)

138.38

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.

Response:

The institute has designed proper systems and procedures for the maintenance, upkeep and utilization of the physical, academic facilities and other institute infrastructure as per the maintenance policy.

Utilization and Maintenance of Academic Facilities- Class rooms, Laboratory and Library:

- Funds are allocated for the maintenance of the laboratories and the classrooms.
- The records of all the equipments are maintained in stock registers.
- The laboratory equipments are checked and calibrated periodically. The preventive maintenance of the equipments is carried out by the laboratory staff. In the case of major maintenance of any equipment or machinery, the contract is given to local experts.
- Monthly monitoring of electrical electrical equipment such as Generator, UPS, and Batteries is done and its status entered in stock book. The suppliers/ service providers are approached in case of any major fault.
- Stock Audit of all the laboratories is done on annual basis.
- The regular maintenance and the cleaning of the classrooms and the laboratories is carried out by the non-teaching staff.
- Library committee is formed to monitor the usage and to enrich the library facility continually.

Utilization and Maintenance of Computers:

- The institute has adequate number of the computers with internet connections and the utilitysoftwares which are installed at different locations like office, laboratories, library, departments etc.All the stakeholders have equal opportunity to use these facilities as per the rules and the policies of the institute.
- System administrator takes care of maintenance and updation of computers and peripherals. The log of the status of all the computers and peripherals is maintained systematically.
- The central computer laboratory, office and Library are

connected in LAN. The central computing laboratory is kept open for the students as per their requirements.

- The institute website is maintained and updated regularly by System administrator.

Maintenance of Physical and Support facilities:

- Maintenance of CCTVs is outsourced whereas basic control and monitoring is done by the technical person of the computer department.
- Maintenance of RO-water plant is done on regular basis by the college staff.
- Regular control and monitoring of the Generator is done by the electricians of the institute. In the case of major breakdown, local experts are called to repair it.
- Routine electrical maintenance of all the electrical fittings, UPS, etc. is done by the electricians and complaint register is maintained properly.
- Plumbing related maintenance is regularly done by the institute's technical staff.
- Students regularly avail the existing facilities of the sports department. Various sports activities at college and University level are conducted in the campus. All the sports facilities are maintained by non-teaching staff of the institute under the supervision of full time Sports director.
- Pest control or anti-termite treatment is done in the laboratories and library as and when required.
- Every day cleaning of toilet blocks and wash rooms is done by the team of cleaning staff members.
- The institute garden and trees are maintained by the gardeners of the institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mcoet.mauligroup.org/Maintenance%20Policy.html

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

831

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

51

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

691

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

691

File Description	Documents
Any additional information	View File
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

120

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

15

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

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

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

0

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

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)

The Students' Council is a representative structure through which students in the college can participate actively in the affairs of the college, working in partnership with college management,

faculty, staff and parents. The students of our college have a valuable contribution to make for the overall improvement of the college. Co-curricular and extracurricular activities help students to develop their social skills and learn how to work in a team to achieve a shared goal. These activities allow students an opportunity to explore different areas of interest, increase self-confidence, build leadership skills and even improve grades. Research indicates that Students' Councils can improve academic standards. Moreover, the contribution of the Students' Council in the College Development Committee (CDC) for the development of the college policy in a number of areas is of significant benefits for the students and the college. The Council plays an important role in the College Cleanliness Campaign. It organizes sports and cultural activities in the college like sports events in various level , cultural events and competitions, tree plantations in the college premises and also in the city. It also plays an important role in maintaining discipline in the college and also actively participates in the mechanism established by the college to sort out the grievances among students. The Students' Council of our college is represented in various committees like:

- College Development Committee
- Cell for the Prevention of Sexual Harassment
- Internal Quality Assurance Cell
- College Cultural Committee
- College Sports Committee
- Women empowerment representative on Students council
- Grievance Redressal cell
- NSS Committee (college level)

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

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

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

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

Response:

The Institution has an Alumni Association. The reputation of an Institute depends on the achievements of its Alumni. Our Alumni Association was formed in the year 2017 under the title "Mauli Alumni Association" Registration No. Buldhana/0000005/2017. The alumni meet is conducted once in a year, where the alumni from different branches of the undergraduate programs share their perspectives and give inputs for the betterment of their subordinates. The association is co-ordinated by a Convener and one faculty representative from each department. Its activities and major contributions for Institutional, academic and infrastructure development are significant. The Institution has a web site for the alumni. It connects with all the alumni through social networking. Alumni meet is conducted on every year. This facilitates regular interaction with the alumni and helps the department to understand their progress and obtain necessary feedback at the central level. The alumni Association convener co-ordinates the activities such as alumni meet and alumni talk. Mock interviews are conducted by the alumni and Placements are arranged by them when there is an opportunity in their company where they work. Special lectures are delivered by the alumni members by sharing their experience at work place. Our Alumni Association thus plays a very supporting and constructive role in the overall development of the college.

File Description	Documents
Paste link for additional information	http://mcoet.mauligroup.org/alumnicommittee.html
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Reponse:

Vision of MGI-COET: To be premier Institute in Technical Education and Research producing socially responsible and globally acceptable professionals.

Mission of MGI-COET: To provide quality technical education through effective teaching-learning process. To promote research culture, industry institute interaction and entrepreneurship activities. To create responsible engineers to serve the society.

Nature of Governance:

The leadership at the institute is provided by the Chairman to guide the college ably assisted by Principal, Registrar and Heads of academic Units. Efficient and smooth governance is implemented through BOG (Board Of Governors), CDC (College Development Committee), IQAC (Internal Quality Assurance Cell), Grievance cell, Admission committee etc., Besides these, there are several other committees for the governance like Training & Placement Department, Examination Cell, Industry Institute Interaction Cell, Career guidance cell, competitive examination cell, Grievance redressal cell, Admission Committee, NSS unit, Sports and Cultural committee.

Participation of the teachers in the decision making process:

Teachers are represented on various academic and administrative committees thereby contributing in making decisions related to academic and administrative issues. In addition to various other committees teachers have active representation in BOG (Board Of Governors), CDC (College Development Committee), IQAC (Internal Quality Assessment Cell), Grievance cell, Admission committee etc.

File Description	Documents
Paste link for additional information	http://mcoet.mauligroup.org/visionmission.html
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.

Principal supervises the functioning of all the departments. Daily academic activities of the departments are taken care of by the respective HOD. There are frequent meetings of Principal with the HODs, Section In-charges and other administrative staff. The decisions made on the crucial issues in Principal's meeting are submitted to the management for approval. HODs conduct meetings regularly with faculty members and staff in department to discuss the academic planning, course delivery, reviews, etc. The resolutions made in these meetings are communicated to Principal for further information and necessary approvals in certain cases. All the faculty members and staff are involved in the decision making on new initiatives as well as in regular academics. Many committees and cells are formed to decentralize the academic and administrative activities. Few of these are mentioned below.

- IQAC
- College Development Committee
- Student Council
- Disciplinary and Anti-Ragging Committee
- Internal Grievance Redressal Committee
- Internal Complaint Committe
- Examination Cell
- Purchase Committee
- Research Promotion Cell
- Training and Placement Cell

- Library Committee
- NSS Unit

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

Perspective plan of the institute: The institute is dedicated to ideal of providing quality education to the rural backward area that can be compared with the quality of education given in urban sophisticated area. Institute has the perspective plan to achieve its vision,

- Induction of more number of Ph.D. faculties.
- Enrichment of ICT based teaching-learning process
- Obtaining grants for research projects from various Government funding agencies and patents.
- Enhancing consultancy assignments with the industry and Governmental organizations.
- Plan for extensions in the building, and renovations to meet the growth requirements.
- Establishment of centers of excellence in various technology domains with industry support.
- Collaborations with foreign universities.
- Enhancing number of entrepreneurs.

To strengthen student placement in national and multi-national companies:

To guide and aware the students to choose right career and to give knowledge, skills, and aptitude so as to meet the industry requirements, various skill enhancing activities were planned and

executed under Training and Placement Department. The skill enhancement activities includes guest lectures from eminent industry persons, Career Guidance Programs, training programs for personality development, technical skill development, group discussions, interview skills etc. Placement centric activities were conducted to bridge the gap between the Institute and industry. All these activities helped for strengthening the placement in National and Multinational companies.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://mcoet.mauligroup.org/visionmission.html
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.

Reponse :

The institution strictly follows the norms laid down by the UGC, Government of Maharashtra and the University in terms of appointments, promotions, other academic matters as well as administrative and financial matters.

The Board of Governors (BOG) is responsible for governing and strategic planning of the institute. Principal is entrusted with execution of all the formulated policy matters related to both academic and administration. The College Development Committee (CDC) established as per the Maharashtra University Act, 2016 and Internal Quality Assurance Cell (IQAC) plays crucial role in developing and improving the academic and administrative practices.

The academic functions related to implementation of effective teaching-learning process of every academic department are carried out under the supervision of respective head of the departments (HOD). All HODs are conducting regular meetings for smooth functioning of the department, while Principal meets with all the HODs frequently. Additionally, there are other independent committees and cells working under the Principal such as Examination Cell, Internal Grievance Redressal Committee, Internal Complaint Committee (ICC), Research Promotion cell, Training and Placement

cell, Anti-Ragging Committee, Student Council, etc. The registrar of the institute takes care of the office administration assisted by the Office superintendent and Accountant.

File Description	Documents
Paste link for additional information	http://mcoet.mauligroup.org/org-institute.html
Link to Organogram of the institution webpage	Nil
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

Response:

Believing that satisfied human resource plays a vital role in the success of any organization, the management has put several welfare measures and schemes for the teaching and non-teaching staff

- Free accommodation facility is provided for needy staff in hostel.
- Financial assistance is provided to faculty to participate in training programs, workshops, conferences and publication of

books.

- Employee Provident Fund (EPF) is applicable to the staff of college as per PF rules.
- Fee concession to wards of economically weak staff is provided.
- Free bus facility is provided for staff members who are in need.
- All the staff members are covered under medical insurance.
- Various leaves such as maternity leave, marriage leave, medical leave and casual leave are provided as per rules.
- Salary advance is given for needy staff members.
- On subsidized rates medical treatment is given in Mauli hospital managed by the institute's trust to the staff and their family.
- Sports events are conducted for staff on sports day and prizes are awarded.
- Special programs on health and fitness, yoga and meditation are arranged for staff.
- Institute motivates faculty members for the consultancy work of industries.

Staff is felicitated for their achievements and good performance.

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

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

04

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

43

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

The Institute recognizes the importance of the dedicated faculty for realizing its vision. The management of the institutes believes that the human resource is a key to success. Performance appraisal of teaching and non-teaching staff is done annually.

Head of the concerned department gives his/her Confidential Report (CR) about the teaching staff in his department as per based on the parameters such as student feedback, student performance analysis, peer feedback, teaching experience in this institute.

Ranking is given on the basis of professional learning, commitment to student and profession, professional knowledge and skills like understanding of the subject area, factors that affect student learning, professional competence, lesson delivery, professional development and achievement .Common behaviors that teaching staff routinely exhibits, interpersonal skills, cognitive abilities, punctuality, capacity to handle work load are also key factors in performance appraisal. College office also maintains this report.

Non-teaching staff performance is appraised with the help of the confidential report of the head of the concerned department. Working experience in this institute, dedication to work is considered in performance appraisal.

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

6.4 - Financial Management and Resource Mobilization

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

Reponse :

The Institution conducts internal and external financial audits regularly.

External Audit: The institute conducts external audit annually at the end of financial year through external Auditor, M/s. U. R.

Baraliya Co., Khamgaon. The concerned staff satisfies the queries and objections of the auditor along with documentary evidence. In this matter, they receive guidance from the Principal and the Registrar. After reviewing the provided financial details of the institute, the external auditor suggests the standard procedures to be followed. The external auditor verifies the vouchers, bills, bank balance deposit receipts, and stock registers. There are no major audit objections till date. In the case of minor audit objections, the account sections discuss the matter with management of the institute, and then take consultation from external auditor. The actions suggested by the external auditor are strictly followed to resolve the audit objections.

Internal Audit: The internal audit committee conducted the audit for year 2020-21. The report of the internal audit is presented to the Principal and concerning department to follow the suggestion given by committee. In addition, the registrar and accountant review all details of bank balance, payments, and other financial transactions monthly with the help of Tally software. The internal and external expenditure on accounts of all heads are maintained up to date.

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

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

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

0

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

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

Reponse :

The main source for funds for the institute is the fees collected from the students. The amount of fees for every year is controlled and approved by the Fee Regulating Authority (FRA) appointed by State Government. Effective use of available resources is ensured through proper system. The budget is prepared on yearly basis by the Accounts Department. At the beginning of every financial year, requirements of the all the departments, Library and various cells are submitted to the Principal. The Principal scrutinizes the demands in HOD meeting then sent to the management for approval. The budget is reviewed by the management and approved after necessary changes. As and when required, the institute makes a provision for additional funds. The sanctioned Budget is utilized for the proposed activities.

The Purchase Committee takes care that purchases are done properly as per rules. The time-table committee ensures proper utilization of classrooms and laboratories. The Library Committee sees that the resources in the library are utilized optimally. The IQAC and CDC review the utilization of the resources, periodically. The Principal issues directions from time to time to ensure the optimum utilization of resources. The Accounts section maintains all records of income and expenditure to ensure financial transparency.

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

6.5 - Internal Quality Assurance System

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

Response :

Examples of the best practices are described below:

Best Practice I: Outcome based education

IQAC initiated outcome based education practice that consists of predefining the expected outcomes of the course and program, course delivery planning, determining the attainment of outcomes and corrective actions to achieve the set targets. Guidelines were given to all the faculty members through meeting for drafting the course outcomes (COs), Programme Specific Outcomes (PSOs), and Programme Educational Objectives (PEOs) and determining the attainment of POs. COs were defined as per syllabus using Blooms Taxonomy and mapped with POs and PSOs according to correlation levels. At the end of each course, CO attainments were calculated using direct and indirect methods.

Best Practice II: Mentor Mentee Session

The Mentor Mentee Session (MMS), initiated by IQAC serves as one of the tool developed to encourage a strategy that will guide the students to produce tangible results for satisfying the expectations from an upcoming engineer. The higher class students acting as a mentor and their junior as mentees conducted various skill development activities.

Best Practice III: ICT based courses using Moodle

A Learning Management System i.e. Moodle was introduced by IQAC in the institute to Strengthen the learning activities. Motivating the faculty and students played crucial role in implementing the use of Moodle. The performance of students was monitored through conduction of assignments, online test.

File Description	Documents
Paste link for additional information	http://mcoet.mauligroup.org/CO-PEO-PSO-PO.html
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

Response:

Two examples of the implementation of teaching-learning evaluation and review of the processes facilitated by the IQAC are discussed

below.

Example 1: Academic review through periodical meetings:

The IQAC conduct periodical meetings with the departments, Internal Examination Committee, Council of the Heads, the principal, College Development Committee throughout the academic year in the presence of the IQAC coordinator. The IQAC Coordination conducts an academic review of all departments collecting information on academic activities, such as completion of study programs, unit tests, assignments, seminars, group discussion, quiz, education tour and other activities. Faculty and Head of Department (HOD) meet regularly with relevant services to assess academic and administrative issues. Important questions are discussed in meetings with IQAC and Faculty heads.

The teachers and students are interacted regarding the changes in the curriculum, new teaching methods and ICT use. This setup has evolved into successful review methodology for improvement in teaching and learning process. Through this system of review, the IQAC observed the continuous development of teaching-learning process.

Example 2: Use and enrichment of ICT infrastructure:

The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in academic and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure and tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities

File Description	Documents
Paste link for additional information	http://mcoet.mauligroup.org/IQAC-overview.html
Upload any additional information	No File Uploaded

<p>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)</p>	<p>B. Any 3 of the above</p>
--	-------------------------------------

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

Response:

Institution shows gender sensitivity in providing facilities such as:

- 1.Safety and Security
- 2.Counselling
- 3.Common Room

Response:

Women Rights policy

The institution promotes gender sensitization through co-curricular activities like workshops, seminars, guest lectures, street plays, poster exhibitions, counselling etc. College provides equal opportunity to women & men for all the activities & processes. As per the government rules, employees avail the benefits of the provisions of Maternity, Paternity and Child Care Leave. Traditional educational stereotypes in India encourage girls to opt for courses which lead to desk jobs. Our college showcases that this taboo can be countered. It is exhibited by the number of women faculty members and students. Female faculty members are about one third of the total strength. The number of girl students is greater than the boy students in the current academic session. This aspect indicates the presence of the gender enabling environment in the college. The College intends to continue to ensure that the inclusion of more women in decision-making is embedded in College practices.

Women Safety and Social Security

The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance throughout the campus and security arrangement. Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. The institution has a dedicated Counselling Centre and good mentoring system for the students to take care of their academic, emotional, social and cognitive development. Personal Counselling is provided to the students at different levels. There are separate washroom facilities for girls and boys. Washrooms are provided with sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkins. Girls are referred to a local woman gynecologist as and when needed. An ambulance is available round the clock in the campus. Keeping pace with sociological changes, the college had foreseen the enhancement in the number of girls in different academic programs and prepared itself for it. It has a hostel for girls with mess, internet, study room and recreational facility and 24 hours power backup. Two female faculty members are the residential warden for the girl's hostel, managing and looking after the issues of the girls staying in the hostel through, Hostel, Cultural, Sports, and Mess committees of the girl students. Under the supervision of residential warden, girls have full participation in the day to day management of the hostel affairs. A Committee for Prevention of Sexual Harassment of Women is formed as per the guidelines of AICTE, New Delhi. Other grievances

are resolved through grievance redressal committee. Prompt action is taken to reprimand offenders in such manner that it also acts as a deterrent. The institute has an anti-ragging committee as per the AICTE/UGC guidelines, to ensure safety and social security. Besides this, the college has a unique Mentor-Mentee mechanism through which junior students are counseled by senior students.

File Description	Documents
Annual gender sensitization action plan	Nil
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://mcoet.mauligroup.org/7.1.1.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

B. Any 3 of the above

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

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

Response:

Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response: To make the people Environmental conscious, Seminars are

organized about renewable energy usage and students are encouraged to select final year projects based on renewable energy. Different events like poster presentation, project competitions etc. are also conducted for increasing awareness among students and staff. The institute is committed to reduce all types of waste thereby contributing to a clean environment.

Waste Management Steps:

Daily all the buildings and other surrounding area in the campus are cleaned and waste separated and disposed in a pit in the campus. The Primary goal of Solid Waste Management is reducing and eliminating adverse impacts of waste materials on human health and environment to support economic development and superior quality of life.

- Reduce: The reduction in use of raw materials.
- Reuse: Reuse of waste materials and recycling of those

Solid Waste Management:

- Dust bins are placed at specific points in college campus to collect garbage.
- Usage of plastic bags is discouraged within the premises of the College.
- Dead leaves of trees are decomposed and a good quality nutrient rich and eco-friendly manure is formed.

Liquid Waste Management:

Machining waste and coolants are collected properly and disposed off. Waste water of the Institute is collected and treated. The same is reused in the garden. A number of experiments are performed in Chemistry Labs using some hazardous chemicals. Therefore, precautionary measures are taken for proper handling and disposal of hazardous chemicals to avoid the possible accidents and thereby creating safe working environment.

E waste Management:

The E-waste as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department collected is stored in store room and disposed every year accordingly. Useful parts of electronic gadgets like resistors, capacitors, inductors, diodes, transistors, etc. are removed from the gadgets for reuse in practical /projects of final year students. The waste compact discs are used by students for decoration

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	B. Any 3 of the above
--	-----------------------

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

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	B. Any 3 of the above

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	D. Any 1 of the above

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

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

D. Any 1 of the above

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

Response:

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical,

Cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party ,teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like Diwali Mela celebration, Holi Milan celebration, New Year celebration, Lohri celebrations, etc. religious ritual activities are performed in the campus.

Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

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

Response:

India, as a country, includes individuals with different backgrounds

viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Fairfield Institute of Management & Technology sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students.

The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	http://mcoet.mauligroup.org/codeofconduct.html

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

C. Any 2 of the above

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

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

Response:

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

- Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.
- Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.
- Gandhi Jayanti is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff. In today's times we inspire students of our institution to follow the Gandhian ideologies of truth and nonviolence and inspire them to contribute towards the peace and prosperity of the Nation

- Teachers' Day Celebration On 5th September, 2017, Teachers' Day, marked in honor of Dr. Sarvepalli Radhakrishnan was celebrated in college campus followed by short speeches.
- International Yoga Day- On 21st June 2017 College celebrated the International Yoga Day.
- International Women's Day- On 8th March the College observed this year's International Women's Day by organizing group discussions.
- World Environment Day -On 5th June, in commemoration of the World Environment Day, the faculty and students planted saplings on the college ground.
- National Youth Day Celebration- 12 January 2017 marked the 154th Birth Anniversary of Swami Vivekananda, a renowned patriot of our country and this day is celebrated all over India as the National Youth Day. In commemoration of this event, the college paid humble tribute to Swami Vivekananda by holding a special assembly in fond remembrance.
- Science day - On 26th February, every year the institute celebrates science day by conducting seminar, quizzes, project competitions, etc.

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

Response:

Institutional Best Practice on Teaching-Learning Process

1. Title of the Practice: Mentor-Mentee Scheme (MMS) for Interactive Group Learning.

2. Objectives of the Practice

- To foster human values, friendship and healthy relationship among the students.
- To enhance students educational, social and personal growth through learning from the experience of mentors.
- To enhance aspirations of students and increase their confidence through interactions and conduction of various activities.
- To provide platform for open and unrestricted communication between senior and junior students that is not only about academics but also about different aspects of student's life.
- To impart wisdom and advice, to mentees with the freedom to make own decisions.
- To provide an objective person of the same age to discuss problems/concerns.

3. The Context

The following observations were instrumental in the implementation of Mentor-Mentee scheme.

- Most of the students in the institute are from rural background therefore they were quite slow in accommodating themselves into the culture/ambience of a technical institute.
- The fresher and second year students were quite shy in interacting with the staff and students which had an adverse impact not only on their academic performance but also on their overall personality development.
- It was realized that interaction among students is more effective (due to same age group) compared to the interaction between staff and students.

4. The Practice

For the practice to be carried out, the students from each class and each branch are divided into small groups of 15 to 20 students. For each group of first year students a separate group of fourth year student has been assigned. Similarly, for each group of second year students a separate group of third year student is assigned. Thus,

the first year students are mentees and fourth year students are acting as mentors to them, similarly the second year students are mentees and third year students are playing role of mentors for them. A separate weekly slot is provided for this session. A faculty member is assigned as an observer for each mentor- mentee group and a separate location is provided for each group to carry out the MMS session smoothly. Through mentor-mentee activity, mentor shares information regarding what to study, how to study, projects to take up, internship opportunities, co-curricular, extracurricular activities etc. On the other hand, mentee brings in new questions, ideas and enthusiasm to the mentor. Group discussions, aptitude test, technical vocabulary, technical games and quizzes etc. are also conducted. Consequently, the mentor-mentee session becomes a mutually beneficial process for both the mentor and mentee students.

5. Evidence of Success

- Due to interactions during Mentor-Mentee session's healthy relationship among students has been established without any senior or junior complexes.
- No ragging incident happened in the campus.
- The overall academic performance of students improved.
- Due to bridging of the gap between the students, participation of students in various activities improved which is evident in the smooth and successful organizations of various events particularly a two day Mega Techno-Cultural event 'IGNITE'.

6. Problems Encountered and Resources Required

As the sessions are planned every week, a separate dedicated slot was needed to be assigned in time table without hampering the curriculum which was a major problem. Apart from this, changing the mindset of students by motivating and encouraging them to take active participation in the activity was a difficult task.

Institutional Best Practice on Students Admission Process

1. Title of the Practice: "Connect to Society"

2. Objectives of the Practice

The objectives of the best practice adopted by the institute are:

- To establish the relations with the school students of the region by conducting technical events and counselling programmes for them.
- To support the financially weaker students for higher education.
- To motivate the outstanding students by rewarding them for sponsored international study tour.

3. The Context

Increasing number of new institutes and Universities run by Government and private organizations led to competition among the higher education institutes. These institutes offer variety of job oriented courses and programmes to the students. The frequent changes in the curriculum are not possible for the institute due to its affiliated status. The institutes providing quality technical education and making students employable are only in demand. In view of this, it is a challenging task to attract number of students for the admissions, particularly for the college located in rural area. The college offers many certificate programmes to bridge the gap between the curriculum and the industry demand. The institute takes additional efforts to conduct training programmes, short term courses and workshops for the all- round development of the students. However, it is observed that the students aspiring to take admissions are unaware of the best practices and quality initiatives taken by the institute. In this regard, the institute has adopted the best practice of "Connect to Society" programme wherein many measures are taken to establish the relations with the aspiring students and in turn with society at large. This practice enables to provide awareness about the state-of- the art facilities, quality practices, and accomplishments of the institute to the students aspiring to take admissions in the engineering programme. It also gives an opportunity to the faculty members to interact with the school and junior college students for motivating them for engineering education and offering career guidance.

4. The Practice

The "Connect to Society" - a best practice of the institute is implemented to get recognition from the society so as to increase number of admissions to the institute. The programme is mainly, two pronged: Focus on the school and Junior college students aspiring for higher education and support to current students of the college. For the aspiring students, the college runs following activities on regular basis.

1. Organizing technical lectures, workshops, career guidance

programmes and life skills programmes for the school and Junior college students in their campus itself. This activity enables to connect with the students who dream to be part of the institute in future.

2. Every year, the college organizes 'Science Exhibition' for the School level students which provides platform to showcase their ideas and talent. The school students visit to the state-of-the art laboratories of the institute during the programme.

3. The college organizes annual Project Exhibition wherein the engineering projects of the current students are demonstrated. The parents, and school students from the nearby region visit the exhibition. The students are motivated by giving them 'Dnyanmurti Award' to the outstanding project work which is useful to society.

4. The nearby schools and college students visit the institute under 'Visit to Campus' programme. The faculty takes a lecture for the students during the visit in addition to their campus tour.

For the current students of the institute, following practices are adopted under "Connect to Society".

1. Every year, the college motivates the outstanding students by rewarding them for sponsored international tour. The students are selected on the basis of weightage given for academics as well as co-curricular and various extracurricular activities. Also, the toppers in the first year examination are rewarded with laptop every year, on 15th August.

2. The college support financially to the economically weaker students in their higher education by way of running "Dattak Yojana". Under this scheme, tuition fees, hostel fees and transportation charges of the students are waived off depending on their condition and assessment. This scheme led to establish strong connect with society since the stakeholders recognize the initiatives taken by the institute in offering quality education in rural area.

3. 'Connect to Industry'- practice offers working tie-ups with the industries of repute. This leads to increased placement, internships and sponsored projects to the students. The college has established linkages with many industries for the exchange of knowledge.

5. Evidence of Success

The best practice of "Connect to Society" has delivered significant outcome in establishing strong connect with the stakeholders. The college received many recognitions and gained reputation in the society in short span of period. Due to which, number of admissions in the first year are found to be increasing, every year. Students found to be highly motivated for learning and their self-development. The placement of the students in reputed industries and multi-national companies is also increased in the previous years.

6. Problems Encountered and Resources Required

For the organization of an international tour and running "Dattak Yojana", the most significant challenge is to manage with the limited funds available with the institute. The institute is a self-financing institution and thus faces the scarcity of financial resources. Therefore, the major problem to implement this practice is to mobilize the funds. Due to such limitations, to sustain these activities become a challenge.

File Description	Documents
Best practices in the Institutional website	http://mcoet.mauligroup.org/IQAC-best%20practices.html
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Response:

The vision of the institute is:

"To be premier Institute in Technical Education and Research producing socially responsible and globally acceptable professionals".

To achieve this vision, the thrust of the institute is on the

overall development of the students who are mostly from rural area and belong to economically poor background. It is observed that the admitted students lack in various skills such as communication, leadership abilities, life skills, etc. due to relatively less exposure as compared to students from urban background. Therefore, institute's focus is on improving these skills of the students through various activities. Many community engagement programmes are also conducted to make the students socially responsible. The various skill upgrading and social activities organized by the college, beyond curriculum for the students are discussed below.

Communication Skill: Institute has made it mandatory for all the first year students to enroll for the course on communication skills, even though it is not part of the prescribed curriculum. It is the innovative practice of the institute with the objective to improve the communication skills of the students in their first year only, which helps them to understand other courses, to groom skills further during their course of stay and to start preparing for placement in advance. Effective techniques such as group discussion, role plays, mock interviews, extempore, etc. are used by an expert faculty to cover ten different modules of the course.

Personality development programme: Since the institute is located in a rural area, the enrolled students lack in communication and other soft skills. Therefore, in year 2013-14, the institute started conducting soft skill development programme for all the students by external professional consultants. This programme led to the improvement in the overall personality development of the students which subsequently enhanced their placement.

Counselling of the students: Institute has adopted unique practice of conducting mentor-mentee sessions (MMS) regularly, wherein final and third year students play roles of mentors to first and second year students, respectively. The students from each class are divided in many small groups for better interaction and effective conduction of the student-centric learning activities. The faculty members prepare action plan for these sessions and guide the students. These interactive classes are found to be useful for the exchange of ideas, learning experiences and various skills among students.

Extension activities for Community: National Social Service (NSS) unit of the institute regularly conducts various activities for making students sensitive towards societal issues and human values such as Tree Plantation Programs, Blood Donation Camps, Swachata Abhiyan, teaching rural children etc

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

7.3.2 - Plan of action for the next academic year

Mostly from rural area and belong to economically poor background. it is observed that the admitted students lack in various skills such as communication, leadership abilities, life skills, etc. due to relatively less exposure as compared to students from urban background. Therefore, institute's focus is on improving these skills of the students through various activities. Many community engagement programmes are also conducted to make the students socially responsible.

Institute has made it mandatory for all the first year students to enroll for the course on communication skills, even though it is not part of the prescribed curriculum. It is the innovative practice of the institute with the objective to improve the communication skills of the students in their first year only, which helps them to understand other courses, to groom skills further during their course of stay and to start preparing for placement in advance. Effective techniques such as group discussion, role plays, mock interviews, extempore, etc. are used by an expert faculty to cover ten different modules of the course. Since the institute is located in a rural area, the enrolled students lack in communication and other soft skills. Therefore, in year 2013-14, the institute started conducting soft skill development programme for all the students by external professional consultants. This programme led to the improvement in the overall personality development of the students which subsequently enhanced their placement.

Institute has adopted unique practice of conducting mentor-mentee sessions (MMS) regularly, wherein final and third year students play roles of mentors to first and second year students, respectively. The students from each class are divided in many small groups for better interaction and effective conduction of the student-centric learning activities. The faculty members prepare action plan for these sessions and guide the students. These interactive classes are found to be useful for the exchange of ideas, learning experiences and various skills among students. National Social Service (NSS) unit of the institute regularly conducts various activities for making students sensitive towards societal issues and human values such as Tree Plantation Programs, Blood Donation Camps, Swachata

Abhiyan, teaching rural children etc

MAAAC