



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

|   |  |                                     |
|---|--|-------------------------------------|
| <b>1. Name of the Institution</b>             |  | MARATHWADA COLLEGE OF EDUCATION     |
| Name of the head of the Institution           |  | Dr. Moin Fatema                     |
| Designation                                   |  | Principal (in-charge)               |
| Does the Institution function from own campus |  | Yes                                 |
| Phone no/Alternate Phone no.                  |  | 02402381096                         |
| Mobile no.                                    |  | 9823453340                          |
| Registered Email                              |  | marathwadacollege@gmail.com         |
| Alternate Email                               |  | iqac.mce@gmail.com                  |
| Address                                       |  | Dr Rafiq Zakaria Campus, Rauza Bagh |
| City/Town                                     |  | Aurangabad                          |
| State/UT                                      |  | Maharashtra                         |
| Pincode                                       |  | 431001                              |
| <b>2. Institutional Status</b>                |  |                                     |

|  |                                |
|--|--------------------------------|
| Affiliated / Constituent               | Affiliated                     |
| Type of Institution                    | Co-education                   |
| Location                               | Urban                          |
| Financial Status                       | Self financed and grant-in-aid |
| Name of the IQAC co-ordinator/Director | Dr. Shaikh Imran Ramzan        |
| Phone no/Alternate Phone no.           | 02402381096                    |
| Mobile no.                             | 9823453340                     |
| Registered Email                       | marathwadacollege@gmail.com    |
| Alternate Email                        | iqac.mce@gmail.com             |

### 3. Website Address

|  |   |
|--|---|
| Web-link of the AQAR: (Previous Academic Year)                           | <a href="http://www.marathwadacollege.com">http://www.marathwadacollege.com</a> |
| <b>4. Whether Academic Calendar prepared during the year</b>             | Yes   |
| if yes,whether it is uploaded in the institutional website:<br>Weblink : | <a href="http://www.marathwadacollege.com">http://www.marathwadacollege.com</a> |

### 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity    |             |
|-------|-------|------|----------------------|-------------|-------------|
|       |       |      |                      | Period From | Period To   |
| 1     | A+    | 91   | 2004                 | 03-May-2004 | 02-May-2009 |
| 2     | A     | 3.11 | 2016                 | 25-May-2016 | 24-May-2021 |

|   |             |
|---|-------------|
| <b>6. Date of Establishment of IQAC</b> | 20-Jul-2004 |
|---|-------------|

### 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture |                  |                                       |
|---|------------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC                             | Date & Duration  | Number of participants/ beneficiaries |
| Soft Skill development for enhancing the personality of pupil teacher     | 28-Nov-2018<br>5 | 100                                   |

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/ Faculty   | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| No Data Entered/Not Applicable!!! |        |                |                             |        |
| No Files Uploaded !!!             |        |                |                             |        |

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Introduction of Multimedia skill in the Microteaching skills to enhance and upgrade the competencies of Pupil Teachers.
- Training in soft skills development for enhancing the personality of Pupil teachers.
- Implementation of Remedial teaching programmes to accommodate all types of special children.
- Administration through EGovernance.
- Establishment of APJ Kalam Science Club

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

| Plan of Action  | Achievements/Outcomes  |
|---|--|
| Expansion of Placement Services                             | 14 schools from English, Marathi and Urdu medium schools participated in Campus Interview                |
| Enhancement of Internship with regard to Extension Services | Beti Bachao and Beti padhao Campaign was conducted in city area Health awareness lectures were organized |

|                                       |   |
|---------------------------------------|---|
|                                       | Health Check up camps were organized in schools. Blood Donation Camp were organised   |
| Environment Awareness Programmes      | 1. Green Audit by the Go Green Club 2. Formation of Birds Lovers' Club 3. Bird Feeder Installation in campus and Internship school Campus. 4. Slogan Writing Competitions were conducted 5. Cleanliness drives were organized in college      |
| Guidance & Counselling                | • Remedial Teaching • NET/SET Guidance for B.Ed. Students   |
| Research & Publications               | • 59 papers were published by faculty in International, National Journals. • 10 papers were presented in national and International Conferences and seminars • 39 faculty participated in International and national conference and seminars. |
| Innovations in Teaching Learning      | • ICT guidance was given to the students to benefit for teaching and Learning. • Knowledge of conferencing was given with demonstration for enhancing the competence level of pupil teachers  |
| Community & Extension Services        | • Organization of blood donation camp. • Organizing Medical Check-up Camp • Social awareness program in Prime Star School for Women of Slum Areas. • Visit to Old Age Home and Madarsas. • Visit to special schools.                          |
| Opportunities for faculty development | • Institutional level workshop on ADHD and Dyslexia • Orientation programme in the college (institutional level). • All the faculties participated in two National Seminars organized in the campus.  |
| <a href="#">View File</a>             |   |

|   |      |
|---|------|
| 14. Whether AQAR was placed before statutory body ?   | No   |
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | No   |
| 16. Whether institutional data submitted to AISHE:  | Yes  |
| Year of Submission  | 2019 |

|   |             |
|---|-------------|
| Date of Submission  | 20-Feb-2019 |
| 17. Does the Institution have Management Information System ? | No          |

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1) Project Genesis, skill development programme was organized ,this programme was organized in collaboration with Dr. BAM University. 2) Celebration of International Yoga Day . 3) A proposal was sent to ICPR for grants for organizing a national conference on World philosophy Day event. . 4) Meeting Of Internal Complaint Committee and Grievance and Redressal Cell. . 5) Tree plantation at the premises of Naval Tata Stadium in the Campus. 6) Opportunity to students to participate in the National Yuva Bhusan Competition. 7) Celebration of Gandhi Jayanti in the college and all Internship schools. 8) Tree plantation in the college. 9) Celebration of Wachan prerna Diwas in the college and in all the Internship schools. 10) Physical verification of the teaching aids and science room by the incharges. 11) Our college was the university examination centre for B.sc Exam Oct 2018.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate                               | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
|---|-----------------|-----------------------|----------|---|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                 |                       |          |   |                   |

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course                          | Programme Specialization | Dates of Introduction |
|---|--------------------------|-----------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                          |                       |
| No file uploaded.                         |                          |                       |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization   | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--|---|
| BEd                              | Environmental Education, Computer in Education, Guidance and Counselling | 15/06/2007  |
| MEd                              | Comparative Edn., Western Education, Indian Education                    | Nill  |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| Certificate                               | Diploma Course |
|---|----------------|
| <b>No Data Entered/Not Applicable !!!</b> |                |

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses                       | Date of Introduction | Number of Students Enrolled |
|---|----------------------|-----------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                      |                             |
| No file uploaded.                         |                      |                             |

#### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title   | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|--------------------------|---|
| BE <sub>d</sub>           | Internship Activity      | 473   |
| ME <sub>d</sub>           | Field Visit              | 16  |
| <a href="#">View File</a> |                          |   |

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | Yes |
| Alumni    | Yes |
| Parents   | No  |

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

|  |
|--|
| Feedback Obtained  |
| Feed back is obtained by providing a questionnaire to the stakeholders, this questionnaire is based on statements and for responses rating scale is given. It is easier for the stakeholders to comprehend and give the responses. It is also easier for the assessor to assess, analyse and interpret the responses. On the basis of interpretation, drawbacks, lacunas, shortcomings or suggestion in our action are analyzed and these shortcomings are corrected, rectified. Finally Action Taken Report (ATR) is prepared |

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile

##### 2.1.1 – Demand Ratio during the year

| Name of the Programme     | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---------------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BE <sub>d</sub>           | Teacher Education        | 300                       | Nil                            | 273               |
| BE <sub>d</sub>           | Teacher Education        | 300                       | Nil                            | 206               |
| ME <sub>d</sub>           | Education                | 50                        | Nil                            | 23                |
| ME <sub>d</sub>           | Education                | 50                        | Nil                            | 16                |
| <a href="#">View File</a> |                          |                           |                                |                   |

#### 2.2 – Catering to Student Diversity

##### 2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2018 | 518   | 0   | 25  | 3   | 0  |

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll                                   | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 28   | 14  | 5                                 | 8                                | 1                          | 5                               |
| <a href="#">View File of ICT Tools and resources</a>         |   |                                   |                                  |                            |                                 |
| <a href="#">View File of E-resources and techniques used</a> |   |                                   |                                  |                            |                                 |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

IQAC played a significant role in providing support services to the students for the attainment of their Academic Goals. Its role in preparing Academic Calendar, finalization of activities to be organized beginning from the admission process to the final evaluation of the students is vital and dynamic. It also helped in monitoring, supervising and guiding the activities of the faculty members and the students. Optimum use of the resources available for effective functioning of institute was the prime focus of IQAC. The IQAC took care of effective transaction of the curriculum, active participation of the students in various curricular and co-curricular activities, scholastic and non-scholastic achievement of the students and their placement for a bright future. IQAC also helped in maintaining the rapport between the institution and various practicing schools for smooth organization of core training programme of B.Ed. Face to face interaction of the students with the faculty members and the Principal during various curricular and co-curricular activities provided great opportunity to track progression of the students. Regular Feedback, during and after completion of each and every activity, was the key to understand the student's progression. Formal feedback was also taken at the end of the course. The result of university examination was analyzed to understand the performance of students subject wise and overall. Continuous supervision and evaluation of performance of students by faculty members and the Principal was also helpful in tracking progression of the students. During internship, Mentor teachers and Head Masters of the schools were also asked to supervise, guide and evaluate the students by utilizing their experiences and expertise.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 518  | 28                          | 1:19                  |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 32                          | 28                      | 4                | 2  | 15                       |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---------------|---|-------------|--|
|               |   |             |  |

No Data Entered/Not Applicable !!!

No file uploaded.

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|----------------|----------------|----------------|--|---|
| BEd            | Nill           | Yearly         | 01/05/2019   | 24/06/2019  |
| MEd            | Nill           | Semester       | 01/05/2019   | 11/06/2019  |

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution evaluate the performance of the students by conducting weekly essay tests, assignments, prelim examinations, etc. The essay tests are immediately assessed and students are counselled about their shortcomings and area of improvement.. Continuous supervision and evaluation of performance of students by faculty members and the Principal was also helpful in tracking progression of the students. During internship, Mentor teachers and Head Masters of the schools were also asked to supervise, guide and evaluate the students by utilizing their experiences and expertise.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Every year at the start of the academic session academic calendar of the college is prepared. While preparing the calendar, University academic calendar is referred.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.marathwadacollege.com>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|--------------------------|---|---|-----------------|
| C-346519       | BEd            | Teacher Education        | 266   | 230   | 86.46           |
| C-346519       | BEd            | Teacher Education        | 202   | 181   | 89.6            |
| C-346519       | MEd            | Education                | 23  | 23  | 100             |
| C-346519       | MEd            | Education                | 16  | 16  | 100             |

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)



No Data Entered/Not Applicable !!!

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project     | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---------------------------|----------|----------------------------|------------------------|---------------------------------|
| Major Projects            | 720      | ICSSR                      | 7                      | 5.6                             |
| <a href="#">View File</a> |          |                            |                        |                                 |

#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar          | Name of the Dept. | Date |
|------------------------------------|-------------------|------|
| No Data Entered/Not Applicable !!! |                   |      |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation            | Name of Awardee | Awarding Agency | Date of award | Category |
|------------------------------------|-----------------|-----------------|---------------|----------|
| No Data Entered/Not Applicable !!! |                 |                 |               |          |
| No file uploaded.                  |                 |                 |               |          |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center                  | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|------------------------------------|------|--------------|----------------------|--------------------|----------------------|
| No Data Entered/Not Applicable !!! |      |              |                      |                    |                      |
| No file uploaded.                  |      |              |                      |                    |                      |

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State                              | National | International |
|------------------------------------|----------|---------------|
| No Data Entered/Not Applicable !!! |          |               |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department          | Number of PhD's Awarded |
|---------------------------------|-------------------------|
| Marathwada College of Education | 6                       |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type                      | Department                      | Number of Publication | Average Impact Factor (if any) |
|---------------------------|---------------------------------|-----------------------|--------------------------------|
| International             | Marathwada College of Education | 32                    | 4                              |
| National                  | Marathwada College of Education | 24                    | 4                              |
| <a href="#">View File</a> |                                 |                       |                                |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

| Department                      | Number of Publication |
|---------------------------------|-----------------------|
| Marathwada College of Education | 3                     |
| <a href="#">View File</a>       |                       |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper                        | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|----------------|------------------|---------------------|----------------|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |                |                  |                     |                |   |   |
| No file uploaded.                         |                |                  |                     |                |   |   |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper                        | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|----------------|------------------|---------------------|---------|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |                |                  |                     |         |   |   |
| No file uploaded.                         |                |                  |                     |         |   |   |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 7             | 14       | Nil   | Nil   |
| Presented papers            | 7             | 45       | 7     | Nil   |
| <a href="#">View File</a>   |               |          |       |       |

**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities      | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|------------------------------|--|--|--|
| Institutional Level Workshop | College                                      | 15   | 300  |
| Workshop on Child Aware      | College                                      | 15   | 300  |
| Beti Bachao Rall             | College Internship                           | 5  | 30   |
| Medical Camp                 | College Internship                           | 3  | 30   |
| Swachch Bharat Abhiyaan      | College Internship                           | 15   | 300  |
| <a href="#">View File</a>    |  |  |  |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity                      | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|-------------------|-----------------|------------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                   |                 |                              |
| No file uploaded.                         |                   |                 |                              |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme        | Organising unit/Agency/collaborating agency                                 | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|---------------------------|---|----------------------|--|--|
| Swachh Bharat Abhiyaan    | College under the Instructions of University and Joint Director Higher Edn. | Swachh Bharat        | 15   | 300  |
| <a href="#">View File</a> |   |                      |  |  |

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity              | Participant | Source of financial support | Duration |
|---------------------------------|-------------|-----------------------------|----------|
| Publication of Research Journal | Faculty     | Self                        | Nil      |
| No file uploaded.               |             |                             |          |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage         | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---------------------------|----------------------|---|---------------|-------------|-------------|
| Students Internship       | Internship Programme | All the Schools   | 01/09/2018    | 31/01/2019  | 450         |
| <a href="#">View File</a> |                      |   |               |             |             |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation                              | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|--------------------|--------------------|---|
| <b>No Data Entered/Not Applicable !!!</b> |                    |                    |   |
| No file uploaded.                         |                    |                    |   |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
|  |  |

|      |         |
|------|---------|
| Nill | 3216895 |
|------|---------|

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities                     | Existing or Newly Added |
|--------------------------------|-------------------------|
| Campus Area                    | Existing                |
| Class rooms                    | Existing                |
| Laboratories                   | Existing                |
| Seminar Halls                  | Existing                |
| Classrooms with LCD facilities | Existing                |
| <a href="#">View File</a>      |                         |

### 4.2 – Library as a Learning Resource

#### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---------------------------|--|---------|--------------------|
| Nill                      | Partially                                | Nill    | 2019               |

#### 4.2.2 – Library Services

| Library Service Type      | Existing |      | Newly Added |      | Total  |      |
|---------------------------|----------|------|-------------|------|--------|------|
|                           |          |      |             |      |        |      |
| Text Books                | 15702    | Nill | Nill        | Nill | 15702  | Nill |
| Reference Books           | 1500     | Nill | Nill        | Nill | 1500   | Nill |
| e-Books                   | 138521   | Nill | Nill        | Nill | 138521 | Nill |
| Journals                  | 44       | Nill | Nill        | Nill | 44     | Nill |
| <a href="#">View File</a> |          |      |             |      |        |      |

#### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher                       | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|--------------------|---------------------------------------|-----------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                    |                                       |                             |
| No file uploaded.                         |                    |                                       |                             |

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

| Type      | Total Co mputers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|-----------|------------------|--------------|----------|------------------|------------------|--------|-------------|----------------------------------|--------|
| Existin g | 25               | 2            | 2        | 2                | 2                | 5      | 6           | 100                              | 0      |
| Added     | 0                | 0            | 0        | 0                | 0                | 0      | 0           | 0                                | 0      |
| Total     | 25               | 2            | 2        | 2                | 2                | 5      | 6           | 100                              | 0      |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| Computer Laboratory                        | Nil  |
| PPT preparation                            | Nil  |

**4.4 – Maintenance of Campus Infrastructure**

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| Nil                                    | Nil  | Nil                                    | 3216895  |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

- Collaborative and cooperative learning.
- Flipped learning techniques in practice teaching schools.
- LMS(Learning Management System
- Interactive teaching and learning by class discussions, debates and seminars.
- Use of Audio Vision Aids.
- LCD Projectors and overhead projectors in classroom teaching learning.

<http://www.marathwadacollege.com>

**CRITERION V – STUDENT SUPPORT AND PROGRESSION**

**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

|                                      | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--------------------------|--------------------|------------------|
| Financial Support from institution   | Nil                      | Nil                | Nil              |
| Financial Support from Other Sources |                          |                    |                  |
| a) National                          | GOI                      | 361                | 1273376.5        |
| b) International                     | Nil                      | Nil                | Nil              |
| <a href="#">View File</a>            |                          |                    |                  |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                        |                             |                   |
| No file uploaded.                         |                        |                             |                   |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited | Number of benefited | Number of students who | Number of students placed |
|------|--------------------|---------------------|---------------------|------------------------|---------------------------|
|------|--------------------|---------------------|---------------------|------------------------|---------------------------|

|                   |            |                                      |  |                               |     |
|-------------------|------------|--------------------------------------|--|-------------------------------|-----|
|                   |            | students for competitive examination | students by career counseling activities | have passed in the comp. exam |     |
| 2018              | B.Ed. .CET | Nil                                  | 162                                      | Nil                           | Nil |
| No file uploaded. |            |                                      |  |                               |     |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

|                           |                                |   |
|---------------------------|--------------------------------|---|
| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
| 10                        | 10                             | 6   |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus                     |                                 |                           | Off campus                    |                                 |                           |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| Schools                       | 110                             | 80                        | Nil                           | Nil                             | Nil                       |
| <a href="#">View File</a>     |                                 |                           |                               |                                 |                           |

5.2.2 – Student progression to higher education in percentage during the year

| Year                               | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|------------------------------------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| No Data Entered/Not Applicable !!! |  |                          |                           |                            |                               |
| No file uploaded.                  |  |                          |                           |                            |                               |

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items                              | Number of students selected/ qualifying |
|------------------------------------|---|
| No Data Entered/Not Applicable !!! |   |
| No file uploaded.                  |   |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity          | Level               | Number of Participants |
|-------------------|---------------------|------------------------|
| Sports Activity   | Institutional Level | 57                     |
| No file uploaded. |                     |                        |

## 5.3 – Student Participation and Activities

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

| Year                               | Name of the award/medal | National/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------------------------------------|-------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| No Data Entered/Not Applicable !!! |                         |                         |                             |                               |                   |                     |
| No file uploaded.                  |                         |                         |                             |                               |                   |                     |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is a Student Council in the college, this council is established every year based on the guidelines of the University. Students are also given representation in various college committees like ICC, Anti Ragging, IQAC, etc.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• Collaborative and cooperative learning. • Flipped learning techniques in practice teaching schools. • LMS(Learning Management System • Interactive teaching and learning by class discussions, debates and seminars. • Use of Audio Vision Aids. • LCD Projectors and overhead projectors in classroom teaching learning. Other Practices - • Tutorials were conducted weekly. Bright and weak students were identified and counseled. • Evaluation in theory and practical was done on regular basis. • Project work and dissertation work was carried out. • Students were trained to prepare their lessons based on PowerPoint presentation.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

**6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type          | Details  |
|------------------------|--|
| Curriculum Development | As the college is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, the college follows the syllabus prescribed by the said University. But there is significance presence of our faculty members in the Board of Studies of the University. |
| Teaching and Learning  | • As the college is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, the college follows the syllabus prescribed by the   |

said University. But there is significance presence of our faculty members in the Board of Studies of the University.

Examination and Evaluation

- Internal examination and evaluation - students were evaluated continuously through check list, observation, Observation schedule cum rating scale, descriptive test, content test and college theory exams.
- External examination and evaluation - annual examination was conducted by the University in three phases i.e. Final lessons, Viva voce and University theory exam.
- Regular class tests and tutorials were conducted for training the Students for the Annual Exams.
- Students were given guidance for writing the applicative type answers.
- Students were guided for how to appear for viva-voce final exam.

Research and Development

1. Institutional Level workshop was organized on Learning Disability (Dyslexia and ADHD) on 2 February 2017.
2. Many faculty members were appointed as Editorial and review board member in International and National Journals.
3. Faculty member (Mrs.Kashefa Anjum) was a part NCERT New Delhi for Designing the text book (Mathematics Urdu text book in Urdu language)
4. Minor Project to (Dr.Khan Zeenat) Sanctioned from BAMU Aurangabad.
5. Faculty submitted (Dr.Naveed-Us-saher) Minor Project UGC -New Delhi.
6. Faculty (Dr.Talat Naseer) Minor project is Ongoing UGC -New Delhi.
7. Faculty was send for paper setting of Final exam of Dr.BAMU, Aurangabad.
8. Two of the faculty member (Dr.Imran Ramzan and Dr.Muntajeeb Baig) delivered lectures on Spoken Tutorial -Masters programme in the National workshop at Dr.BAMU organized by IIT Mumbai (NMEICT).
9. One of the faculty members (Dr. Muntajeeb Baig) spoke on the latest ICT -Moodle and learning in Kamla Nehru Polytechnic.
10. One of the faculty Members (Dr. Muntajeeb Baig) spoke on the latest ICT -Moodle and learning in Maulana Azad College Aurangabad.
11. 59 papers were published by faculty in International, National Journals.
12. 02 faculty members were upgraded for CAS from Stage I to stage II
13. 10 papers were presented in national and International Conferences and seminars



14. 39 faculty participated in International and national conference and seminars. 15. Many faculties were called as Chief Guest/Judge for various activities in schools and colleges. 16. Dr. Khan Zeenat published One International book from Lambert publication Germany on Dyslexia 17. Dr. Khan Tanveer Habeeb published One International book from Lambert publication Germany on Emotional Intelligence 18. Dr. Khan Tanveer Habeeb published One International book from LULU publication USA on Stress Management .

Library, ICT and Physical Infrastructure / Instrumentation

ICT: • Interactive classroom with the intake capacity of 50 students. • Separate computer labs for B.Ed. students provided with WLAN and internet facility on each computer. • In all total 79 computers are installed in computer lab. Physical infrastructure: • R.O drinking Plant facility • Solar power Plant • 24x7 reading room facility • Pollution free campus • Ecofriendly campus • Ladies rest room • Ladies canteen • Music room • Art room • Central Parking facility • Open auditorium • Multipurpose hall • IQAC room • Ladies common room • Canteen • CTE office • Wash room for physically handicap students • Dissertation room • Rain harvesting mechanism to sully water to whole campus for 24 hours. • Spacious class rooms with LCD projector in each class room. • Well-equipped Science Room with Charts, Models, Glassware, specimen, chemicals, pictures of Scientist, etc. • Spacious chemistry laboratory for demonstrating and conducting science experiments. • Teaching aid room with Equipment's related to teaching and learning i.e. Maps, Globes, Geometrical Box, etc. Besides that materials for preparing teaching aid were also maintained. • Central Psychological laboratory with separate cubical to perform experiments along with tools and tests. • A stadium consisting of big ground having tennis, badminton and handball courts. • A Gym, special care room for emergency with first-aid facility. • Facility of Xerox machine is available. • Big auditorium for cultural activity. • Internet connectivity was given in each staff room for faculty. • Health Aid center

is also available to cater the need of emergency or first-aid.

#### Human Resource Management

The human resource of the college is managed in a free and democratic manner. • For the management of the student's affair, the college has a student's council who are elected annually as per University statutes. • Above the entire Principal and the Governing body manages and develops the Human Resource of the College. • The aim of the college is to make optimum use of the available Human Resource. • Administrative Office keeps a record of the Professional up-gradation of the Staff and the Principal checks it annually and faculty is directed to proceed for the same. • Self-appraisal forms are provided to teachers in order to find out their achievements. • Computer training is provided to the members of the faculty to develop mastery in the use of ICT. • Feedback is taken from the trainees with regard to the Teaching Learning process and the other activities implemented and later on remedial action is taken by the Head and the respective teacher • The institution follows committee oriented governance. Different committees were made for managing the Human Resources .The institution follows committee oriented governance. Different committees were made for managing the Human Resources i) Admission committee ii) planning and academic committee iii) Academic Audit Committee iv) finance and purchase committee v) examination committee vi) library committee vii) discipline committee viii) research and publication committee ix) seminar and workshop committee x) grievance committee and redressal cell xi) internal complain committee xii) anti-ragging committee xiii) educational tour and excursion committee xiv) games and sports committee xv) Discipline committee xvi) distribution of learning resource committee xvii) IQAC committee xviii) Alumni and placement committee xix) extension committee, subject committee xx) Right to information committee xxi) Health aid center committee xxii) Hostel Vigilance committee xxiii) Go Green Club Committee xxiv) Guidance and Counselling cell xxv) RTI Cell, Audio

visual aids cell xxvi) Dr. Rafiq Zakaria Welfare Committee. • Mentor teachers are given to Pupil teachers in the school to look after their academics and skill enhancement. • 360 degree teaching /learning Evaluation from all dimensions (Supervision, Assessment, and feedback) . • Teacher educator classroom lectures were observed and rated by the principal. • Feedbacks from students were taken regarding Teacher Educator subject wise performance in classroom. • Feedbacks from students were taken regarding institutional facilities. • Appointment of Mentor teacher as Guide and facilitator of pupil teacher. • Frequent meetings were conducted with student representative to understand their academic needs.

Industry Interaction / Collaboration

• The College frequently interacts and has collaboration with local schools. • The college has collaboration with 08 Urdu medium schools, 04 English medium Schools and 02 Marathi Medium schools. • The feedback from Principal, School heads and subject Teachers of the School related to the practice teaching and internship were taken and improvement strategies were adopted. • The feedback from Principal, Head of the school, subject Teachers of the School related to the performance of the students during practice teaching lessons and internship were taken and improvement strategies were adopted. • The college frequently interacts with the parents and Alumni to obtain feedback for improvement and smooth functioning. • Informal feedback is also taken from the visiting faculty and guest lectures.

Admission of Students

• Admission of students was done according to the Centralization Process specified by the Government • Pre Admission counseling of students was done to identify their area of interest and to guide them to choose their subject. • Post Admission counseling of students is done to motivate the students in the subject of study and to give students an overall idea of the subject.

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area | Details |
|-------------------|---------|
|-------------------|---------|

|                               |  |
|-------------------------------|--|
| Administration                | Online services are used for communication between the Principal and the staff. Social Media Platforms are also used |
| Planning and Development      | Annual Planning, Academic Calendar, responsibilities are done  |
| Finance and Accounts          | Tally software is used for finance and accounts  |
| Student Admission and Support | All the admissions are done through CAP round which is totally based on online mode.                                 |

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year                                      | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|-----------------|--|--|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                 |  |  |                   |
| No file uploaded.                         |                 |  |  |                   |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year                                      | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|--|---|-----------|---------|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |  |   |           |         |   |   |
| No file uploaded.                         |  |   |           |         |   |   |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
| Refresher Course                                | 1                               | Nil       | Nil     | 15       |
| <a href="#">View File</a>                       |                                 |           |         |          |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 14        | 11        | 7            | 7         |

6.3.5 – Welfare schemes for

|          |              |          |
|----------|--------------|----------|
| Teaching | Non-teaching | Students |
|----------|--------------|----------|

|   |  |  |
|---|--|--|
| Cooperative Credit Society, Provident Fund, EPF | Advance Festival Loan for Non-teaching staff, Cooperative Credit Society | Minority, GOI Scholarship, Physically handicapped and ex-serviceman scholarship. Dr. Rafiq Zakaria welfare scheme for the students at institutional level. |
|---|--|--|

#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial audit is regular and compulsory feature of our college. Management takes the responsibility of doing financial audit. A copy of audit report is available with college office.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
| <b>No Data Entered/Not Applicable !!!</b>                |                               |         |
| No file uploaded.  |                               |         |

6.4.3 – Total corpus fund generated

**No Data Entered/Not Applicable !!!**

#### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type     | External |  | Internal |           |
|----------------|----------|--|----------|-----------|
|                | Yes/No   | Agency   | Yes/No   | Authority |
| Academic       | Yes      | Dr. Babasaheb Ambedkar Marathwada University, Aurangabad | Nil      | Nil       |
| Administrative | Yes      | Dr. Babasaheb Ambedkar Marathwada University, Aurangabad | Nil      | Nil       |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

**No Data Entered/Not Applicable !!!**

6.5.3 – Development programmes for support staff (at least three)

**No Data Entered/Not Applicable !!!**

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Project Genesis, skill development programme was organized ,this programme was organized in collaboration with Dr. BAM University. i2) Organization of Career Counselling programme for school students by the interns by inviting external experts in the internship schools. 3) A proposal was sent to ICPR for grants for organizing a national conference on World philosophy Day event. .

6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Nil |
| b) Participation in NIRF               | Yes |
| c) ISO certification                   | Nil |
| d) NBA or any other quality audit      | Nil |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year              | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|-------------------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2018              | Flipped Classroom initiative       | 15/10/2018              | 20/10/2018    | Nil         | 15                     |
| 2019              | Publication of Journal             | Nil                     | Nil           | Nil         | Nil                    |
| No file uploaded. |                                    |                         |               |             |                        |

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme             | Period from | Period To | Number of Participants |      |
|------------------------------------|-------------|-----------|------------------------|------|
|                                    |             |           | Female                 | Male |
| No Data Entered/Not Applicable !!! |             |           |                        |      |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

|   |
|---|
| Percentage of power requirement of the University met by the renewable energy sources |
| The college is having solar power plant   |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-----------------|--------|-------------------------|
| Ramp/Rails      | Yes    | Nil                     |

7.1.4 – Inclusion and Situatedness

| Year                               | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------------------------------------|--|--|------|----------|--------------------|------------------|--|
| No Data Entered/Not Applicable !!! |  |  |      |          |                    |                  |  |
| No file uploaded.                  |  |  |      |          |                    |                  |  |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title                              | Date of publication | Follow up(max 100 words) |
|------------------------------------|---------------------|--------------------------|
| No Data Entered/Not Applicable !!! |                     |                          |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity                                  | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |               |             |                        |
| No file uploaded.                         |               |             |                        |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree plantation Bird feeders Waste management disposal Maintaining of old trees inside the campus Maintenance of lawn

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- Implementation of Flipped learning through MOOC
- Establishment of APJ Kalam Science Club

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Four students stood in B.Ed. Merit and 10 received A Grades in the University Marathwada College of Education with 08 Ph.D. Guides and 126 Ph.D. students are being awarded doctorate by the faculty. Research cubicles and high network facility - Active research and publication committee Multilingual teaching which caters the diverse needs of the society. Well-equipped ICT lab and language lab for trainees.

Provide the weblink of the institution

<http://www.marathwadacollege.com>

## 8.Future Plans of Actions for Next Academic Year

1. Establishment of Marathwada Educational Psychology Club for conducting various workshop ,seminar and counselling sessions by collaborating with Indian Institute f Psychology New Delhi 2. Starting International Research journal with Impact factor 3. Offering UGC sponsored COP / Ad-on courses. 4. Establishing collaboration with International Institutions 5. Enhanced version of LMS for teaching learning. 6. Eco-friendly campus activities 7. To Organize UGC/ICSSR/NAAC sponsored International/National conference/ seminar/ workshop. 8. Hosting as a Centre to run Dr. BAMU's vocational B.Ed. Course for Urdu Medium in-service Teachers. 9. Providing training for competitive exams and TET to the trainees.