Part – A

Data of the Institution

- Name of the Institution ;- Sahyadri Parisar Shikshan Prasarak Mandal's Shri Manohar Hari
 Khapane College of Arts and Commerce, Pachal
 - Name of the Head of the Institution : Principal Dr. K. M. Kotawal
 - Designation :- Principal
 - Does the institution function from own campus :- Yes
 - Phone no. /Alternate phone no. :- 02353 223436/223049
 - Mobile no. :- 09420741427
 - Registered e-mail :- Mhkcollegepachal@gmail.com
 - Alternate e-mail :-
 - Address: At Post Raypatan, Tal Rajapur, Dist Ratnagiri
 - City/Town :- Pachal
 - State/UT :- Maharastra
 - Pin Code :- 416704

2. Institutional status:-

- Affiliated / Constituent :- Affiliated
- Type of Institution :- Co-education
- Location :- Rural
- Financial Status :- Grant in aid
- Name of the Affiliating University :- University of Mumbai
- Name of the IQAC Co-ordinator :- Prof. Sanjay Vasant Nimbalkar
- Mobile :- 09420053499
- IQAC e-mail address :- mhkiqac@gmail.com

3. Website address:

Web-link of the AQAR :-

[Type here]

4. Whether Academic Calendar prepared during the year? :- Yes If yes, wether it is uploaded in the Institutional website: Yes Weblink :- www.khapnecollege.com 5. Accreditation Details Year of Sl. No. Cycle Grade **CGPA** Validity Period Accreditation 1st Cycle 2004 to 2009 1 2004 C++ 2nd Cycle 2 2016 to 2021 В 2.05 2016 **6. Date of Establishment of IQAC:** 05/08/2005 7. Internal Quality Assurance System 8. Provide the lest of funds by Central/State Government: Nil 1.3 NAAC Track ID MHCOGN 11721 1.4 NAAC Executive Committee No. & Date: EC(SC)/18/A&A/74.2 dated 05/11/2016 www.khapnecollege.com/naac/aqar Web-link of the AQAR: 1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011) Nil 1.10 Institutional Status Affiliated College

(eg. AICTE, BCI, MCI, PCI, NCI)		
Type of Institution Co-education	Men Women	
Urban	Rural Tribal	
Financial Status Grant-in-aid	UGC 2(f) ✓ UGC 12B ✓	
Grant-in-aid + Self Fin	nancing Totally Self-financing	
1.11 Type of Faculty/Programme		
Arts Science Comme	erce 🗸 Law PEI (Phys Edu)	
TEI (Edu) Engineering H	Health Science Management	
Others (Specify)	.No	
1.12 Name of the Affiliating University (for the	Colleges) University of Mumbai, Mumbai	
1.13 Special status conferred by Central/ State G	Government UGC/CSIR/DST/DBT/ICMR etc	
Autonomy by State/Central Govt. / University	ity No	
University with Potential for Excellence	No UGC-CPE No	
DST Star Scheme	No UGC-CE No	
UGC-Special Assistance Programme	No DST-FIST No	
UGC-Innovative PG programmes	No Any other (Specify) No)
UGC-COP Programmes	No	

[Type here]

2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	02
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and	01
community representatives	
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	02
2.11 No. of meetings with various stakeholders:	No. 06 Faculty 02
Non-Teaching Staff Students 02	Alumni 01 Others 01
2.12 Has IQAC received any funding from UGC du	
If yes, mention the amount	
2.13 Seminars and Conferences (only quality relate	d)
(i) No. of Seminars/Conferences/ Workshops/	Symposia organized by the IQAC
Total Nos International - I	National - State - Institution Level 04
[Type here]	

(ii) Themes	1. Swacnna Bharat Abhiyaan						
	2. GST						
	3. Skill Develo	pment					
	4. Computer N	Networking and Hardware					
		1.1.70.10					
2.14 Significant Acti	vities and contribution	is made by IQAC					
1.	Skill Development						
2.	Computer Networking	g and Hardware					
2.15 Plan of Action l	by IQAC/Outcome						
The plan of act	ion chalked out by the	IQAC in the beginning of the year towards of	_l uali				
-	-	ed by the end of the year *	•				
Pla	n of Action	Achievements					
To organiza s	tate level Conference	Teachers orientation	-				
To organize s	tate level Conference	reachers orientation					
To organize e	locution competition	Organised . 53rd A. D. Shroff Memorial					
to create econ	omic awareness	Elocution competition in association					
among colleg	e students.	with Forum of Free Enterprise, Mumbai.					
Study plan		Implementation of syllabus					
Staff Academ	y	Communication among the teachers					
		Communication among the teachers					
* Attached A	cademic Calendar of th	he year 2017-18 as Annexure.	1				
2.15 Whether the AC	AR was placed in stat	tutory body Yes 🗸 No 🔲					
Manage	Management Syndicate Any other body						
Provide t	he details of the action	taken					
Discuss	ed and approved with	minor corrections in content					

Pa	rt	_	R
1 1		_	

Criterion - I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG	02			
Certificate			04	
Total	02		04	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/E	Elective option / Open options
--	--------------------------------

(ii) Pattern of programmes:

	Pattern Semester	Number of programmes 02
1.3 Feedback from stakeholders* (On all aspects)	Alumni Parent	Employers Students 🗸
Mode of feedback :	Online Manual	Co-operating schools (for PEI)

^{*}Please provide an analysis of the feedback in the Annexure [Type here]

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Our college is affiliated to the University of Mumbai and bound to follow the University syllabidesigned by respective board of studies as a significant change, University has credit and grade system as an affiliated college, and we have implemented the change through:

- Introduction of Credit Based Semester and Grading System(CBSGS) for all the programmes
- Inclusion of 75-25 pattern for T.Y.B.A./B.Com programmes. 75 marks for external component examination and 25 marks for internal component examination.
- Inclusion of 100 marks pattern for F.Y.B.A./B.Com and S.Y.B.A./B.Com programme.
- Additional examination is made available to student who remain absent or fail in regular examination.

1.5	1.5 Any new Department/Centre introduced during the year. If yes, give details.				
	Nil				

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	08	01		

2.2 No. of permanent faculty with Ph.D.

03

2.3 No. of Faculty PositionsRecruited (R) and Vacant(V) during the year

Asst.		Associa	ite	Profes	sors	Others	1	Total	
Profes	sors	Profess	ors						
R	V	R	V	R	V	R	V	R	V
0	0	01	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	01	03
---	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	16	01
Presented papers	01	03	-

2.6 Innovative pro	cesses adopted by	y the instituti	on in Teachi	ng and Learn	ing:		
Home as	ssignment						
Seminar	• Seminar						
Group D	iscussion						
Mock In	terview						
Unit test	t						
	actual teaching da cademic year	ays	182				
2.8 Examination/Examination, Bar		rms initiated	by the Instit	ution (for exa	ample: Open	Book	
	As the college is affiliated to the University of Mumbai examination were conducted as per the University guidelines, rules, regulations and circulars.						
	 University has introduced the Credit Based Semester and Grading System(CBSGS) for all the programmes. 						
	system has been ent of examination		to maintain s	secrecy and t	ransparency	in the	
Photoco norms.	 Photocopy of assessed answer paper issued to the student on demand as per University norms. 						
2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop							
2.10 Average percentage of attendance of students 91.53							
2.11 Course/Progr distribution o	amme wise f pass percentage	:					
Title of the	Total no. of students			Grades	S		
Programme	appeared	О	A	В	С	D	Е

[Type here]

B.A.

B.Com.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC plays crucial role in the development of teaching and learning process. In this contest, IQAC has taken the following efforts for faculty and student.

- Encourage to use modern techniques of using ICT.
- Motivates teachers to participate in various training program to develop teaching skills.
- Prepared an academic calendar.
- Study plan
- Carried out evaluation of the faculty from respective students.
- The IQAC has taken the efforts for development of students arranging unit tests, home assignments, group discussions, mock interviews etc.

Refresher courses	01
Orientation programmes	01
Summer / Winter schools, Workshops, etc.	01
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	Nil	Nil	Nil

Criterion - III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

To inculcate the climate of research college has constituted a research committee. The main objective of this committee is to encourage and help the faculty and the students for the research.

3.2 Details regarding major projects - Nil

3.3 Details regarding minor projects - Nil						
3.4 Details of	on research publications					
		International	National	Others		
Non-Peer R	Review Journals	-	07	-		
	t factor of publications:					
Range _	Average 05	h-index 02	Nos. in SCOPU	S		
3.6 Research funds s organisations	anctioned and received from	n various funding ag	encies, industry a	nd other		
Nil						
3.7 No. of books published i) Without ISBN No. 01 3.8 No. of University Departments receiving funds from - Not Applicable 3.9 For colleges - Nil						
3.10 Revenue genera	nted through consultancy	Nil				
3.11 No. of conferen	nces Level In	nternational Nation	al State Univ	versity College		
	Number			02 -		
organized by the Institution	_					
3.12 No. of faculty served as experts, chairpersons or resource persons 01						
3.13 No. of collaborations Nil						
3.14 No. of linkages created during this year Nil						
3.15 Total budget for research for current year in lakhs: Nil						
3.16 No. of patents received this year - Nil						
	awards/ recognitions rece in the year - Nil	ived by faculty and	research fellows			
3.18 No. of faculty fr who are Ph. D. C		01				

[Type here]

and students registered under them

8. During the academic year N.S.S, Department organized tree plantation and conservation

programme, street play and Save Girl Programme.

9. N.S.S volunteers repairs well in KARAK village.

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.31 Acres	-	-	15.31
Class rooms	10	-	Management	10
Laboratories	-	-	-	-
Seminar Halls	01	-	Management	01

4.2 Computerization of administration and library

Central Library the heart of the college, is equipped with modern facilities to cater the needs of students, faculties and the member of the library.

Library transactions are computerised and operated with 'Librarian Management Software'.

OPAC serves library book searching.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1668	130480/-	93	14425	1761	144905
Reference Books	2232	387049/-	45	8300	2277	395349
e-Books	-	-	-	-	-	-
Journals	22	9330/-	-	-	22	9330/-
e-Journals	-	-	-	-	-	-

[Type here]

Digital Database	-	-	-	-	-	-
CD & Video	10	1170/-	-	-	10	1170/-
Maps	04	535/-	-	-	04	535/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	16	01	01	-	-	04	-	-
Added	-	-	01	-	-	-	-	-
Total	16	01	02	-	-	04	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

- The computer with internet access is made available to almost all the teachers and clerical staff
- The entire office work is executed using the computers.
- Some teachers deliver their lectures using power point presentation.
- Free of cost computer facility with internet access is made available to the college student.

1 /	A .			•	1 1 1
/I 6	Amount er	aent on	maintenance	1n	lakhe
→. ∪	Amount st	Juli OII	mamiliance	ш	ianis .

i) ICT

ii) Campus Infrastructure and facilities

0.05767

iii) Equipments

0.24900

iv) Others

Total:

0.43071

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The efforts taken by the IQAC for enhancing the student support services are as follows:

- Introducing lectures of Library arranged for the newly admitted students.
- Receiving the feedback from the student on the utility of support services.
- Assigning convener to each type of support service.

5.2 Efforts made by the institution for tracking the progression

The attempt made by the institution for tracking the progression of the students are:

- Students are guided to participate in the Avishkar Research Festival, Udaan Festival, Youth Festival and other outdoor competitions.
- Arranged educational trips, industrial visit and book exhibition.
- 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
302	-	-	-

Men

	No	%
1	152	50

Women

No	%
150	50

	Last Year					This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
125	35		164	3	327	122	32		145	3	302

Demand ratio 1:3.97 Dropout % 7.47

(b) No. of students outside the state Nil

(c) No. of international students Nil

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The competitive exam cell provides guidance to the students by arranging lectures of the faculties in the college on different aspects like-

- Books available in the library
- Competitive examination pattern and syllabus
- Interview techniques
- **Group Discussion**
- Arrange lectures of Guest Faculties

No. of	students	benefi	ciaries

225

5.5 No. of students qualified in these examinations - Nil

5.6 Details of student counselling and career guidance

Organized lectures of experts on:

- Career after MBA.
- Career after Graduation.
- Career in life insurance field, banking, MPSC, UPSC.

No. of students benefitted

294

5.7 Details of campus placement

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	_	-	

- 5.8 Details of gender sensitization programmes
 - Workshop on 'Gender sensitization'.
 - Vayaat Yetana.
 - Lecture on Gender Sensitization.
 - Street play and rally.
 - Socio-Economic survey of woman.
 - Law awareness programme.
- 5.9 Students Activities
 - 5.9.1 No. of students participated in Sports, Games and other events Nil

No. of students participated in cultural events

State/ University level

10

National level

04

International level

-

5.9.2 No. of medals /awards w	on by	students in Sports, (Games	and other events - Nil	
Cultural: State/ University level	_	National level	01	International level	_

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	115	924761
Financial support from other sources	15	37500
Number of students who received International/ National recognitions	-	-

- 5.11 Student organised / initiatives Nil
- 5.12 No. of social initiatives undertaken by the students

02

5.13 Major grievances of students (if any) redressed: NIL

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The college has a strong conviction that, it is responsibility as well as privilege to render a high quality service to the students 'community and the society at large in the field of education and its development.'

Mission

- 1. To impart higher education to the students of economically weak and backward sections of society.
- 2. To create the same of discipline in terms of regularity, sincerity and punctuality among the students and make them responsible and respectable citizens of India.
- 3. To aim at overall personality development of the students through various co-curricular and extra- curricular activities.
- 4. To prepare the students to face the challenges created by the emerging global situation.
- 5. To create the feeling of corporate life among the student.
- 6. To create social awareness among the students in order to equip their minds for the feeling of secularism and uplift the underprivileged culturally and socially.

6.2 Does the Institution has a Management Information System(MIS)

YES

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Since the college is affiliated to University of Mumbai, the revised curriculum is implemented as per University Guidelines.

6.3.2 Teaching and Learning

- Increase in use of ICT.
- Students participated in short seminars as a part of internal evaluation.
- Preparing academic calendar.
- Preparing study plan.
- Conducting unit tests, group discussion etc.
- Home assignments, Seminars
- Exposing students for outdoor learning through educational tour.
- Arranging film show, slide show, etc.

6.3.3 Examination and Evaluation

- Credit Based Semester Grading System(CBSGS) is implemented where both internal continuous assessment and external theory and exams are mandatory part.
- Students are assigned grades and SGPA.
- Unsuccessful students are offered another chance by conducting additional examination.

6.3.4 Research and Development

- Establish research committee for inculcating research atmosphere.
- Motivated teachers for research work.
- Improving library facilities for research.
- Participating in seminars, workshops.
- Publications Journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Auditorium is equipped with LCD projector.
- Most of the functioning of central library is done with the help of software LIBRARYA. The bar coding system is used for all the books. OPAC software is used for searching the books.

6.3.6 Human Resource Management

- Workflow is decided at the beginning of academic year by forming various committees for the smooth functioning of the curricular and cocurricular activities.
- playground

6.3.7 Faculty and Staff recruitment

 The recruitment of faculty and nonteaching staff is done on the basis type of post created, strictly by following the rules and regulations laid down by the Government, University and UGC.

Nil

6.3.9 Admission of Students

- Students are enrolled as per the University guidelines and assistance is provided for the process of online registration.
- The Admission committee and the all staff members organize door visit for the counselling of parents. The purpose of the visit is to inform the parents and their wards about MHK College ethics and to create among them awareness of higher education.

6.4 Welfare schemes for

Teaching	Tea club
	Computer with internet access free of cost
	Department wise separate cabin
	Canteen, Water Sanitation, First-aid and Parking
Nonteaching	Tea club
	Computer with internet access free of cost
	Uniforms and other gadgets
	Canteen, Water Sanitation, First-aid and Parking
Students	Computer with internet access free of cost.
	Admission fees in instalments.
	B. C. Book Bank Scheme for backward class students
	Gold card
	Free bus pass provided to needy girl students
	Canteen, Water Sanitation, First-aid and Parking
	Reading room, playground

6.5 Total corpus fund generated			
6.6 Whether annual financial audit has been done	Yes 🗸	No	

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

Audit Type	Ex	ternal	Inter	rnal
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Principal
Administrative	Yes	Government	Yes	Principal

6.8 Does the University/ Autonomous Co.	Rs.271550	sults within 30 days?
	NΑ	_

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NΑ

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NΑ

6.11 Activities and support from the Alumni Association

The past students of the college working in various fields and having better positions in the society are the members of Alumni Association. They are supporting Cultural, Sports and NSS activities.

The college has introduced the concept of parent teacher. For every class one teacher assigned as a parent as a parent teacher. He maintain the following student related aspects:

- Attendance of the students
- Discipline in the campus
- Parent and Teachers meet
- Academics results
- Facilities available in the campus
- Cocurricular and extracurricular activities.

- 6.13 Development programmes for support staff
 - Time bond allotment duties
- 6.14 Initiatives taken by the institution to make the campus eco-friendly

College is located in the hilly and naturally covered with immense variety of trees. It is situated among the ranges of Sahyadri. The campus has been made plastic free zone. Garden plantation of Medicinal plants, horticulture.

Criterion - VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Allotting class wise responsibilities to the staff members.

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
 - To Organize Workshops, Seminars and Conferences:
 Organized workshops on 'Gender Sensitization'
 Organized State Level Conference on 'New Trends in Social Sciences'
 Organized State Level Conference on 'Sahitya Prakar: Sankalpana Swaroop ani Watchal'.
 - To organise University level sports competition.
 - To expand college building.
- 7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)
 - I. Medicinal plantation
 - II. Movement towards awareness of higher education

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

- 7.4 Contribution to environmental awareness / protection
 - The college has organized tree plantation programme every year at different places. This year 1000 saplings were planted at Moor village.
 - Organized Vriksha Dindi, Street Plays and Shobha Yatra.

7.5	Whether environmental audit was conducted?	Yes	No	✓	
-----	--	-----	----	----------	--

- 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
 - S Sufficient land is available
 - W Number of feeding centres are low
 - O Scope for increase the infrastructure
 - T Backward and hilly area

8. Plans of institution for next year

- To organize Workshops, Seminars and Conferences.
- To organise University level sport competition.
- To organise University level cultural competition.
- To develop the infrastructure.

Prof. Sanjay Vasant Nimbalkar

Signature of the Coordinator, IQAC

Dr. Khandu Mahadu Kotwal
Signature of the Chairperson

Signature of the Chairperson, IQAC
PRINCIPAL
SHRI. MANOHAR HARI KHAPANE
COLLEGE OF ARTS & COM., PACHAL,
NP Ravpatan Tal Rajapur Dist Ratnagiri - 418

Annexure I

Abbreviations:

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission
