



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

SAHYADRI PARISAR SHIKSHAN  
PRASARAK MANDAL'S SHRI MANOHAR  
HARI KHAPANE COLLEGE OF ARTS AND  
COMMERCE, PACHAL AT, PO RAYPATAN  
TAL -RAJAPUR, DIST - RATNAGIRI,  
MAHARASHTRA

- Name of the Head of the institution **Dr. Pramod Shivcharan Meshram**
- Designation **Principal (in-charge)**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **02353 299181**
- Mobile No: **9404774499**
- Registered e-mail **mhkcollegepachal@gmail.com**
- Alternate e-mail **mhkiqac@gmail.com**
- Address **At & Post Raypatan, Tal -  
Rajapur, Dist Ratnagiri**
- City/Town **Dist. - Ratnagiri**
- State/UT **Maharashtra**
- Pin Code **416704**

##### **2.Institutional status**

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**

- Location **Rural**
- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Mumbai**
- Name of the IQAC Coordinator **Mr. Sanjay Vasant Nimbalkar**
- Phone No. **02353 299181**
- Alternate phone No. **02353 299181**
- Mobile **9420053499**
- IQAC e-mail address **mhkiqac@gmail.com**
- Alternate e-mail address **mhkiqac@gmail.com**

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

[https://www.khapnecollege.com/pdf/AQAR\\_2020-21\\_agar\\_report\\_edited.pdf](https://www.khapnecollege.com/pdf/AQAR_2020-21_agar_report_edited.pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

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

[https://www.khapnecollege.com/pdf/Academic\\_Calendar\\_2021-22\\_Revise\\_d.pdf](https://www.khapnecollege.com/pdf/Academic_Calendar_2021-22_Revise_d.pdf)

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C++</b>	<b>Nil</b>	<b>2004</b>	<b>16/09/2004</b>	<b>15/09/2009</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.05</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>

**6.Date of Establishment of IQAC**

**05/08/2005**

**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
<b>0</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**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** **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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**

- If yes, mention the amount

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

External Green Audit has been done. Environmental Audit Energy Audit Energy Audit

Measures have been taken to bring central library under CCTV surveillance. Library website is designed and published. Library functions by Libreria, library management software

**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
Green Audit, Energy Audit to be done	Green Audit for 17-18, 18-19, 19-20 has been done. Energy Audit
Steps to be taken to increase retention rate of newly admitted students	The newly admitted students are informed at the time of orientation about the departmental activities such as syllabus oriented extracurricular trainings, workshops etc.
National, International and state level conferences to be held	One national level conference held. one state level workshop held

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	27/11/2022

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	SAHYADRI PARISAR SHIKSHAN PRASARAK MANDAL'S SHRI MANOHAR HARI KHAPANE COLLEGE OF ARTS AND COMMERCE, PACHAL AT, PO RAYPATAN TAL -RAJAPUR, DIST - RATNAGIRI, MAHARASHTRA
• Name of the Head of the institution	Dr. Pramod Shivcharan Meshram
• Designation	Principal (in-charge)
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• Pin Code	416704
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• Location	Rural
• Financial Status	Grants-in aid

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• Name of the IQAC Coordinator	Mr. Sanjay Vasant Nimbalkar
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• Mobile	9420053499
• IQAC e-mail address	mhkiqac@gmail.com
• Alternate e-mail address	mhkiqac@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.khapnecollege.com/pdf/AQAR_2020-21_agar_report_edited.pdf">https://www.khapnecollege.com/pdf/AQAR_2020-21_agar_report_edited.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.khapnecollege.com/pdf/Academic_Calendar_2021-22_Revised.pdf">https://www.khapnecollege.com/pdf/Academic_Calendar_2021-22_Revised.pdf</a>

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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• Upload latest notification of formation of IQAC	<a href="#">View File</a>

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<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>
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Name	Date of meeting(s)
College Development Committee	27/11/2022

14.Whether institutional data submitted to AISHE
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Year	Date of Submission
2021-22	20/12/2022

15.Multidisciplinary / interdisciplinary
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Nil
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16.Academic bank of credits (ABC):
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Nil
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17.Skill development:
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NIL
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18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
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**NIL**

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

**NIL**

**20.Distance education/online education:**

**Nil**

## Extended Profile

### 1.Programme

1.1

**0**

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

File Description	Documents
Data Template	No File Uploaded

### 2.Student

2.1

**271**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

**173**

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

**71**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	10
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	11
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4.Institution

4.1	9
Total number of Classrooms and Seminar halls	
4.2	630057
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
Total number of computers on campus for academic purposes	

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process
<p>1. At the beginning of each academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension related and cocurricular activities. 2. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. 3. The</p>

college prepares the master routine and circulates it to different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments.

4. Based on the departmental routine, departments RcAoTnNdAuGcIRtI, mMeAeHtAiRnAgSHsTRA for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department. 5. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. 6. Along with the traditional chalk and talk method, teachers often use power-point projections during the lectures to demonstrate topics. 7. Class tests and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 8. Tutorial classes are held in some departments within class routine hours.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

**Preparation and Adherence of Academic Calendar:** The institution prepares the academic calendar every year in advance. The coverage of academic calendar covers the list of examination dates, seminars, conferences, guest lectures, workshops and industrial visits holidays, vacation dates, festivals, etc. Academic calendar provides the total effective working days available in a given semester. Then the coordinator of Time table committee prepare the time table by correlating the working days available and coverage of curriculum of the subjects. Thus the academic calendar monitors the effective delivery of the program with academic and business inputs.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## **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**

**2**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

**Nil**

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

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

**Nil**

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

**NIL**

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

**1.3 - Curriculum Enrichment**

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

Actually, the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below: 1. Gender: Numbers of programs are conducted for women and girl students such as organization of hemoglobin check up camps. The committee for Woman Antiharassment and internal complaint committee organizes programs on Woman Empowerment, Women's Day, TheN.S.S. unit of our college has been very proactive different extension activities not only in college premises but also in adopted villages also. Major gender issues are focused and addressed through the activities like Save girl child campaign, etc. 2. Environment and Sustainability N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. unit

undertakes a host of activities in the nearby villages during the special camps. In these camps, N.S.S. organizes various environment related programs including tree plantation, village cleanliness, etc. Different activities have been initiated by the college to save environment such as Cleanliness Campaigns at Temple places, Bus and Public spaces etc. The cleanliness program is organized to clean ponds, watering plant, Celebration of various days like World Environment Day, N.S.S. Day, etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

Nil

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

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

Nil

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

#### 1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**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	No File Uploaded
URL for feedback report	<a href="https://www.khapnecollege.com/pdf/Feedback-Report-2021-22.pdf">https://www.khapnecollege.com/pdf/Feedback-Report-2021-22.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number** Number of students admitted during the year

**2.1.1.1 - Number of sanctioned seats during the year**

720

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

173

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e.SC, NT and OBC. The college is very much aware about their overall growth and social upliftment in the society. Our college has a fair system for admission process. The students are admitted in our institution without considering caste, creed, and gender, and religion, social and economic status. After the completion of admission process regular classes commence as per the college time table. Following activities are done by teachers for students: Slow learners: 1. Individual counselling. 2. Remedial Coaching 3. Extra notes. 4. Group discussion session. 5. Internal examination process. 6. Encouragement in NSS, DLLE, Sports and academic activities. 7. Extra library books. Advance learners: 1. Advance notes 2. Seminar sessions

3. Participative learning sessions i.e. Teachers Day 4. Projects 5. Assessments 6. Group discussion sessions 7. Internet facility. 8. To enhance their confidence level, the college conducts various activities such as Cultural, NSS, and Sports to develop their overall personality.



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

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

Number of Students	Number of Teachers
271	10

File Description	Documents
Any additional information	No File Uploaded

### 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

Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Google Classroom and Projects are some of the means utilized by the Departments to provide experiential and participative learning.

Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and hone style, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory powers.

Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under discussion. NSS Unit and DLLE have been set-up for the students to participate, integrate and learn. Student representation in administration is an important initiative taken by the college. Representatives of students serve as members on committees like Internal Quality Assurance Cell, Grievance Cell in

order to involve them in the decision making process and maintain transparency.

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

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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute ICT Tools:

1. Projectors available in the Auditorium.

2. Desktops are arranged at Computer Lab. 3. Printers- They are installed at NAAC office, Administrative office and Library. 4. Photocopier machine is available in office. 5. Scanners- Multifunction printers is available at all prominent places. 6. Auditorium- It is equipped with mike and projector. 7. Online Classes through Zoom, Google Meet, Google Classroom, conference call. Use of ICT By Faculty

A. PowerPoint presentations- Faculties are encouraged to use powerpoint presentations in their teaching by using projector. B. Online quiz- Faculties prepare online quiz for students with the help of GOOGLE FORMS. C. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications, Whatsapp video calls. D. Video lecture- Recording of video and audio lectures are made available to students for long term learning and future referencing. E. Online Competitions organized.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.khapnecollege.com/pdf/4.1.3%20No.%20of%20Classrooms%20Seminar%20Hal.%20ICT%20Availability.pdf">https://www.khapnecollege.com/pdf/4.1.3%20No.%20of%20Classrooms%20Seminar%20Hal.%20ICT%20Availability.pdf</a>

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

#### 2.3.3.1 - Number of mentors

6

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 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

5

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)	<a href="#">View File</a>

### 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

17.6

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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 College has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Tests, Assignments Submission, and Seminars Presentation.

Examination Committee. • Question Paper Setting. • Conduct of Examination • Result display • Interaction with students regarding

their internal assessment. 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. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.khapnecollege.com/pdf/Mechanism-for-Internal-Assessment.pdf">https://www.khapnecollege.com/pdf/Mechanism-for-Internal-Assessment.pdf</a>

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

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared and communicated to the students well in advance.
- To ensure proper conduct of formative tests, invigilators assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination.
- Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.

Redressal of grievance:

The continuous evaluation of students is carried out by faculty regarding lectures, assignments, unit tests. The semester exam marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD. The Institute appoints Junior and Senior Supervisor for smooth conduction of examination. If students are facing any problems, they are solved by the institution Chief Conductor appointed by

the college. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with thePrincipal and if necessary forwarded to the University by examination committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.khapnecollege.com/pdf/Mechanism-to-deal-with-internal-examination-related-grievance.pdf">https://www.khapnecollege.com/pdf/Mechanism-to-deal-with-internal-examination-related-grievance.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

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

PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES  
Mechanism of Communication:

- The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.
- Graduate attributes are described to the first year studentsat the commencement of the programme.
- At least five hours are spent by the teachers forintroducing the subject to the Students.
- Learning Outcomes of the Programs and Courses are observed and measured regularly.
- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting.
- The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through meetings.
- Identify the most relevant concepts that arise in everydaylife, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to

understand the connection between key concepts and applications.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.khapnecollege.com/pdf/Course-Outcomes.pdf">https://www.khapnecollege.com/pdf/Course-Outcomes.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution.

The College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:-

- The institute followed the Academic Calendar of our affiliated University.
- All the subject teachers maintained Academic Diary in every academic year.
- All the subject teachers maintained Academic Diary in every academic year.
- All the subject teachers prepared Semester-Wise evaluation Reports.
- Internal examination committee analyzed evaluation reports of results.
- Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

The POs of Bachelor of Arts are as follows:

PO1: Students are introduced to community engagement and global understanding

PO2: Critical and creative thinking of the students have been developed.

PO3: Students developed their Communication skills.

**PO4: Ethical values are inculcated among the students.**

The POs of Bachelor of Commerce are as follows:

**PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance.**

**PO2: Understanding of the students is improved of national economic and business scenario. PO3: Students developed their entrepreneurship and contributed in the successful operation of a business.**

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

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

66

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)**

<https://www.khapnecollege.com/pdf/Student-Satisfaction-Survey-%202021-2022.pdf>



## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

50000

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

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

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

0

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

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

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

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

25

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

- Health Checkup Camp
- Tree Plantation
- Cleanliness

- **AIDS Awareness**
- **Two camps of COVID19 Vaccination organized**
- **Participation in Voters Awareness Camp**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

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

#### **3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

**3**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

**0**

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

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

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

0

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

### 3.4 - Collaboration

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

0

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

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

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## 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 institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college- 'To establish a pedestal for the integral innovation, team spirit, originality and competence in the students, expose them to face the global challenges and become pioneers of Indian vision of modern society'.

At the beginning of the academic year need-assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments, after reviewing course requirements, computer-student ratio, budget constraints, working condition of the existing equipment and also students' grievances. The Time Table committee plans ahead for all requirements regarding classrooms, furniture and other equipments.

- Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology.
- Effective utilization of infrastructure is ensured through appointment of adequate and well qualified technicians/system administrator.
- The optimal utilization is ensured through encouraging innovative teaching - learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities / extra - curricular activities, parent teacher meetings, Campus Recruitment Training classes, meetings, seminars, conferences etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1Y6nnx3OWY0PeIc3LE86ylJGoAxibmIFe/view">https://drive.google.com/file/d/1Y6nnx3OWY0PeIc3LE86ylJGoAxibmIFe/view</a>

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

The Institute, with its compulsory Core Courses and the continuous evaluation scheme, integrates sports and extra-curricular activities as essential components. This is done not only for participation but also for assessment of students.

It has adequate facilities for sports, games and cultural activities. There are large playgrounds with provision for multiple games, such as, Athletics, Cricket, Volleyball, Kho-kho, Badminton and Kabaddi.

Intra-faculty and inter-faculty games and sports competitions are organized regularly every year for students. Students are specially trained for participation in Zonal and Inter-Zonal

National Youth Festivals competitions organized by the University and other cultural and sports events outside the campus.

National Independence Day, Republic Day and Maharashtra Day are celebrated in the Institute.

#### Cultural Activities:

Students are very much encouraged to participate in the cultural events held in the college like Quiz, Khana-khajana, Annual Sports Day, Welcome Function, and Farewell, Birth anniversaries of National leaders etc., to exhibit cultural talents.

Students are even sent to other colleges for intercollegiate competitions like allocation, debate, dances, skits, mimicries etc.

#### Library Activities:

Awareness programmes organized such as Dr. S. R. Ranganathan Birth Anniversary, Book Exhibitions, Reading Week on the Occasion of

Memorizing P. N. Pannikar, Reading Inspiration day on the occasion of Birth anniversary of Dr. A. P. J. Abdul Kalam. Essay Completions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

1

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/102jH59Gz5VVKmGOVslndDdOri7bUjgpaA/view?usp=share_link">https://drive.google.com/file/d/102jH59Gz5VVKmGOVslndDdOri7bUjgpaA/view?usp=share link</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

31889

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Library is integrated knowledge resource centres comprising in an area of 53.50 sq. m., with nearly 7855 books, periodicals, references, journals and CD-ROMs, in addition to other Departmental Libraries. It is automated using Integrated Library Management System (ILMS) computerized with LIBRERIA Software. It has access to books. Under this service online Public Access Catalogue is available. The Library maintains the right atmosphere for learning. Library reading room is a provision for both individual and group studies. It subscribes 19 journals along with magazines and newspapers for general reading. The library also houses rich reference Collection viz., Encyclopedia Britannica, Encyclopedia Bharatiya Sanskritikosh, Marathi Vishwakosh, Bharatiya Samaj Vidnyan Kosh, and Debates on Indian Constitution, Dictionaries, Atlases and other reference material. Library also include dissertations, doctoral theses and project reports on various subjects. The library also provides access to Internet as well as CD/DVD based electronic resources. Provision has also been made to allow downloading/printing of material from these resources. It has ICT infrastructure with adequate bandwidth for fast and seamless access to Internet.

Following services are available:

1. Free WI-FI, internet access, download and printout facility have been provided.
2. Reprographic facilities.
3. Organization of Book Exhibitions/Display of new books.
4. Proper system of feedback from users to improve library services.



## 5. System of recommendation for purchase of books through Departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

**E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**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)**

**0.64850**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**1.63**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

College have 11 computers, from that 2 are in Office of the college, 1 Desktop and 1 Laptop is in IQAC department, 1 Laptop is in the principal Cabine, 3 computer is in library for Library usage and 3 computers are for Users usage. Two internet fiber connection are available with each 50 MBPS speed. All computers are connected by internet through LAN with optical fiber and wi-fi facility is available for students and staff within college campus. All computers are updated by antivirus in the yearly basis. Internet charges are paid by monthly. If some technical issues occurs, technical support is taken from outside vendor. 1 Laser Printer is in library, 1 Color Printer in NAAC Office, 1 Xerox Machin in Principal office, 2 Printers in College Office.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1jJaF8VGv1WnOIBsoR1-LHDyP6f83oX6/view?usp=share_link">https://drive.google.com/file/d/1jJaF8VGv1WnOIBsoR1-LHDyP6f83oX6/view?usp=share_link</a>

#### 4.3.2 - Number of Computers

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

306503

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

#### 1. Library

##### Best Practices:

- Best Reader Award
- Gold Card Scheme
- Book Exhibition
- Celebration of Dr. S. R. Ranganathan birth Anniversary
- Celebration of 'Vachan Prerana Din' on Dr. A. P. J. Abdul Kalam Birth Anniversary
- Organized reading week on the occasion of memorizing P.N. Panikar
- Essay Competition
- B. C. Book Bank Scheme
- Library Orientation Programme for new admitted students
- Display of Newspaper Cutting

**Book Verification:** In the month of May, Book Verification is done. Physically checked all books at the time of book verification.

## 2. Computer Center:

College have Computer center with good internet facility for students and staff. All computers are updated by Antivirus software. If some time computer do not work properly or internet problem occurs, that time technical person is called and repaired the problem.

## 3. Class Rooms:

At the beginning of the academic year, general meeting is called by Principal to check all class room's fans, bulbs, blackboards/ greenboards, Desks and benches and decides if some maintenance / repairing required, it is done properly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

33

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

26

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

**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**

E. none of the above

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

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

30

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

30

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

**Nil**

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

## 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

**7**

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

## 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

**Nil**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	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.

Nil

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 )

Students are given exposure to involve in administrative, co-curricular and extracurricular activities by including them as members of the committees. They actively participate in committee meetings. The following is the list of Committees having student representation and engagement.

1. NSS Committee
2. Sports Committee
3. Cultural Committee
4. Internal Quality Assurance Cell
5. Anti-Ragging Committee
6. Anti-Sexual Harassment Committee
7. Grievance Redressal Committee

Students are given exposure to involve in administrative, co-curricular and extracurricular activities by including them as members of the committees. They actively participate in committee meetings. The following is the list of Committees having student representation and engagement.

1. NSS Committee



## 2. Sports Committee

## 3. Cultural Committee

## 4. Internal Quality Assurance Cell

## 5. Anti-Ragging Committee

## 6. Anti-Sexual Harassment Committee

## 7. Grievance Redressal Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

Nil

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

Nil

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The college follows its vision and mission to serve better for students. The governance of the college matches vision and the mission of the college. Our vision and the mission are as follows:

##### 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 "To motivate the youth of remote and backward area by developing their talents and preparing them for employment and selfemployment by means of higher education and striving for development of Konkan and ultimately the nation".

The objectives of the institution: 1. To impart higher education to the students of economically weak and backward sections of society. 2. To create the sense 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 cocurricular 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 students. 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. The college follows its vision and mission to serve better for students. The governance of the college matches vision and the mission of the college.

File Description	Documents
Paste link for additional information	<a href="https://www.khapnecollege.com/pdf/Institutional-Distinctiveness.pdf">https://www.khapnecollege.com/pdf/Institutional-Distinctiveness.pdf</a>
Upload any additional information	No File Uploaded

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

The College promotes participative management. Ideas pertaining to academic goals, organizational progression and better campus life are collected from all stakeholders to promote efficient functioning of the College. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction. Believing in decentralization, the Management takes policy decisions, finance, infrastructure etc. with the help of members of the College Development Committee. CDC discusses matters related to teaching and administrative staff and decisions are taken at these levels are implemented e.g. the planning of National Conference and its implementation. Believing in democratic values, the institution has decentralized and participative management. The fruition of this was channelized in a National conference.

The e-conferences were held on 29/09/2021, 18/01/2022 and 15/03/2022. The Principal expressed his desire to organize such a conferences since there was no such collaborative endeavour in the past.

File Description	Documents
Paste link for additional information	<a href="https://www.khapnecollege.com/conference-seminar.php">https://www.khapnecollege.com/conference-seminar.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Curriculum Development:** - Participation in Workshop by Faculty Members for revised syllabus. **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, seminars etc. Arranging films show, slide show etc. also Home assignments.

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

**1. Research and Development:** - Established research committee for inculcating research atmosphere. Motivated teachers for research work. Improving library facilities for research. Participating in seminars, workshops. Publications - Journals.

**Library, ICT and Physical Infrastructure / Instrumentation:** - Auditorium is equipped with LCD projector. Most of the functioning of library is done with the help of software LIBRERIA. The bar coding system is used for all the books.

OPAC software is used for searching the books. **Human Resource Management:** - Workflow is decided at the beginning of academic year by forming various committees.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.khapnecollege.com/pdf/4.1.3%20No.%20of%20Classrooms%20Seminar%20Hal.%20ICT%20Availability.pdf">https://www.khapnecollege.com/pdf/4.1.3%20No.%20of%20Classrooms%20Seminar%20Hal.%20ICT%20Availability.pdf</a>
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.

**ORGANOGRAM** The functioning of the institutional bodies is effective andefficient as visible from policies, administrative

setup appointment and service rules, procedures, etc. Through the practical experience of management has been designed in a scientific and transparent manner to obtain the best results from it. A hierarchical clusters were created from top management down level to clearly delineate duties, responsibilities, accountability, and powers at each stage. The foundation has formed various committees at institute and department level for the effective functioning of the organization. The objectives and functions of the committees are organized according to the instructions of the head of the institution.

#### Institute Level Committees:

- IQAC
- Research Committee
- Discipline Committee and Unfair Means Committee
- Library Advisory Committee
- Anti-Ragging and Tobacco Committee
- Women grievance Cell (only female faculty) Committee
- Student Grievance cell Committee
- Admission Committee
- NSS Committee
- Publication Committee
- Website Committee
- Academic Calendar Committee
- Examination Committee
- Competitive Examination and Placement Cell
- Cultural Committee
- Grievance Redressal Committee
- Women Development Cell
- Staff Academy
- English Literary Association
- Marathi Bhasha Vangmay Mandal
- Hindi Bhasha Vangmay Mandal
- College Magazine Committee
- Students' Council
- Department of Life Long Learning
- Purchase Committee
- B. C. Book Bank Scheme Committee
- Elocution, Essay and Debate Committee
- Nature Club

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.khapnecollege.com/pdf/Organogram.pdf">https://www.khapnecollege.com/pdf/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

D. Any 1 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff. The welfare schemes are as follows:

- Wi-Fi facility
- Computing facility
- Identity cards
- Free Uniforms to Peons

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

2

File Description	Documents
IQAC report summary	No File Uploaded
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)	<a href="#">View File</a>

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

**Institution has Performance Appraisal System (API) for teaching staff**

**Response:**

The institution has performance based appraisal system for the assessment of teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities. Performance appraisal system for teaching staff The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, students' feedback are also considered.

The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, performing invigilation duties, contribution to College administrative bodies. The faculty is motivated to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honours, fellowships etc. The above set performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to



points and sub points. Filled in the prescribed format is revised by HOD to assess the attitudinal / behavioural / professional aspects of the faculty concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

Yes, Internal Audit continuously every year by Chartered Accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

12000

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

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

Sources of funds are as follows: 1. Fees: Fees charged as per the university and government norms from students of various granted and non-granted courses. Our resource mobilization policy and procedures are as follows: 1. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. 2. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings. 3. Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly.

4. The Library Advisory Committee takes care that the resources in library are utilized optimally. 5. Campus cleanness and its utilization is monitored by the Campus Cleanliness and Garden Committee. 6. To ensure the optimum utilization of resources, the Principal issues directions.

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

The IQAC Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. IQAC is an effective and efficient internal coordinating and monitoring mechanism. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted. The IQAC meets twice to plan, direct, implement and evaluate the teaching, research, and publication activities in the College. The subcommittees dealing with various activities and departments implement the IQAC guidelines and report the feedback. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices. Significant improvements in quality have been made by institutionalizing the following IQAC

initiatives: Strategic planning of key areas and assigning responsibilities -

1. Academic results 2. Student soft skills development 3. Placement support 4. Faculty development programs

5. Research and development

6. Interaction with industry Monitoring and mentoring of academic and administrative activities. Academic inspections are carried out periodically to assess the quality of academics. The inspections involve: 1. Review of healthy academic practices 2. Mechanisms to identify and reform academic practices 3. Review of departmental facilities 4. Facilitate implementation of innovative methods in the departments 5. Self-development of faculty members

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows: 1. Promote industrial involvement in academic practices by organizing industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc. 2. Establishing Research and Development cell to promote Research and Development activities. 3. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.

4. Establishment of various processes to take feedback surveys from various stakeholders. 5. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC. The IQAC improve the teaching-learning process through standard academic practices, these academic practices include: 1. Preparation and adherence of Academic Calendar 2. Preparation of Nominal roll, Attendance

Sheets 3. Course Delivery (Online / Offline class) 4. Preparation of Course file 5. Conduct of Seminar 6. Attendance Monitoring of students

7. Preparing Detained List 8. Syllabus coverage 9. Setting up the question paper 10. Conduct of internal examinations 11. Evaluation of answer scripts 12. Slow and advanced learners 13. Industrial Visits & Guest Lectures.

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

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

**C. Any 2 of the above**

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

## **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

Our institution has been adhering to the idea of gender equality by giving equal consideration to the girl students with respect to

their identity and personality to be expressed on equal footing.

Our college is committed to educating and following the idea of gender sensitization among the students as their prime duty and part of constitutional obligation. Our college constitutes Women's Development Cell and anti-ragging cell to create awareness among the students to assert their rights and to educate them about women empowerment. We display posters and other circulars from the government consisting of warnings and information about stringent measures against women harassment and ragging. Common Ladies Room is created with facilities like rest room, first aid box and separate washroom.

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	Nil

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
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**

Nil

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

**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**

**E. None of the above**

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

**7.1.5 - Green campus initiatives include**

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

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

**C. Any 2 of the above**

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

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

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

**E. None of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
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**

**C. Any 2 of the above**

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

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

**Nil**

File Description	Documents	RA
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded	
Any other relevant information	No File Uploaded	
7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens		
Nil		
File Description	Documents	
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded	
Any other relevant information	No File Uploaded	
7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	E. None of the above	
File Description	Documents	
Code of ethics policy document	No File Uploaded	
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

Nil

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	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice 1

#### Door To Door Visit

### Best Practice 2

#### 1. Title of Best Practice -

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

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

**Institutional Distinctiveness:** Shri Mahohar Hari Khapane College of Arts and Commerce, Pachal is situated on the outskirts of the village Pachal in the very backward, remote and hilly area of the Ratnagiri district. Sahyadri Parisar Shikshan Prasarak Mandal was established on 01/02/1994 to provide higher education to the students of the region. There were 17 high schools and 7 junior

colleges. Students of the poor and weaker sections of the society were remaining away from the college education. These students find it very difficult to go to district for higher education. To provide higher education to the students the Institution started Shri Manohar Hari Khapane College of Arts and Commerce, Pachal (previously known as Sahyadri College of Arts and Commerce, Pachal). The main objective of the college is to impart degree education to its students. Though the college was on grant-in-aid basis (Arts faculty) the problem of buildings and other infrastructure was not so easy. In developing the infrastructure, especially the required land of 15.5 acres, Shri Manohar Hari Khapane contributed a lion's share. The Sahyadri Parisar Shikshan Prasarak Mandal, Pachal started " Shri Manohar Hari Khapane College of Arts & Commerce" at village Raypatan, Taluka- Rajapur, Dist - Ratnagiri in June 1994 for the benefits of the students aspiring to undergo higher education in the villages encompassing the area of eastern part of Rajapur and Lanja talukas in Ratnagiri district and the adjoining area of Vaibhavwadi taluka in Sindhudurg district along with Shahuwadi taluka in Kolhapur district.

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

- To organize Workshops, Seminars and Conferences, Webinars.
- To organise University level sport competition.
- To organise University level cultural competition.
- To develop the infrastructure.
- MOU with various industry.
- Interaction with various bodies.
- To enhance the research activity.