



Yearly Status Report - 2019-2020

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 own campus	Yes
Phone no/Alternate Phone no.	02353223436
Mobile no.	9404774499
Registered Email	mhkcollegepachal@gmail.com
Alternate Email	mhkiqac@gmail.com
Address	At & Post Raypatan, Tal - Rajapur, Dist Ratnagiri
City/Town	Dist Ratnagiri
State/UT	Maharashtra

Pincode	416704																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	Self financed and grant-in-aid																		
Name of the IQAC co-ordinator/Director	Mr. Sanjay Vasant Nimbalkar																		
Phone no/Alternate Phone no.	02353223436																		
Mobile no.	9420053499																		
Registered Email	snimbalkar7844@gmail.com																		
Alternate Email	mhkiqac@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://www.khapnecollege.com/images/AQAR_2018-19_aqar_report.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.khapnecollege.com/pdf/Academic-Calendar-2019-20.pdf																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.05</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	2	B	2.05	2016	05-Nov-2016	04-Nov-2021
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
2	B	2.05	2016	05-Nov-2016	04-Nov-2021														
6. Date of Establishment of IQAC	05-Aug-2005																		
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries								
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IQAC		
Workshop on NAAC	21-Dec-2019 1	15
View File		

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

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

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Promoted research work Participation of students in Avishkar Research Competition
Nature tour

[View File](#)

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

Plan of Action	Achievements/Outcomes
To organize conferences, seminars and workshops	One conference organized
To motivate research work	One teacher completed Ph. D.
To motivate publication in research papers and books	five Papers published in UGC recognized journals

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

College Development Committee

01-Nov-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

29-Jan-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Management Information System of the Institution Management Information Systems is operative in the college. The MIS pervades the following areas of institutional activities: 1. Upgradation of the college website with special importance to MIS. 2. Communication of important information to general public through website and conventional notices. Governing body is the apex body in the Sahyadri Parisar Shikshan Prasarak Mandal. The institution is managed by the Sahyadri Parisar Shikshan Prasarak Mandal, Pachal. The administration of the institution is the responsibility of the Principal who is directly accountable to the Management. The College Development Committee controls finance and approves the schemes of developments. The major decisions taken in the last five years include introduction of new programmes, purchase of land, infrastructural developments as per requirements, introduction of an academic audit. It also suggests various measures for improvement of quality in teaching and administration etc. The Principal has to lay down the policies and programmes of the Governing Body. The C. D. C. has

been framed as per Maharashtra University Act, 1916, consisting of Chairman and his two nominees of the Governing body, three members as experts from the various fields, three representatives of the faculty and one representative of the staff. Principal acts as a secretary of this committee. It looks after introduction of new courses, budget of the institution, appointment of the employees, reservation policy and overall educational activities of the institution. The meetings of College Development Committee are held at least twice in a year.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1. 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 co-curricular 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. Routine committee of the 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. Routine is prepared by the routine committee for all generic courses, all programs and honours classes of arts departments (since arts departments use shared classrooms). Commerce classes are held in the morning session and hence the routine for commerce department is prepared by the department itself. 4. Based on the departmental routine, departments conduct meetings 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

No Data Entered/Not Applicable !!!

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The College collects the feedback from the students on Principal, Professors, Library and Office. College take feedback in order to ensure and analyse the academic excellence at student and faculty levels. Yearly analysis is made from the student performance, faculty performance in every year, utilization of infrastructure and requirements for quality enrichment. The college maintains an IQAC as a quality consistence and quality enhancement measure. In supervision of IQAC, various departments and committees like Career Guidance, Anti-Ragging and Sexual Harassment Committee, Research etc. reinforce the curriculum by incorporating updated information and daily social issues. College collects the feedback online from stakeholders viz. Students. The

college conducts annual Alumni Meet, in which suggestions and feedback is received from Alumni students. The provided feedback data is presented to the College Staff meeting for necessary implementation in curriculum. Feedback form contains three major aspects, viz., Faculty Performance, Students Support System and Evaluation. The periodical review meeting is conducted to review the following: IQAC organizes various Faculty Development Programmes in order to enrich the competency level and teaching methods of faculty members. The college encourages the faculty members. The college encourages the faculty to pursue higher education, authorizing books, and publishing papers in journals. Feedback collected and analysed: The data is analysed and their suggestions are considered and placed before the College Staff Meeting for discussion and for possible incorporation in the teaching learning and college other activities. Syllabus Review is given by the concerned subject faculty at the end of semester with regard to implementation of syllabus, mode of presentation, lecture material, suggested books, and updated information. Action Taken on Feedback from the stake holders: After collecting and assessing the feedback from the students on teaching learning aspects, Principal, Office, Library and College infrastructure aspect in every year, the valuable suggestions if any, will make notice to the Principal and related faculty to possible changes in the next academic year. The college makes efforts to integrate socially relevant issues and programmes with the help of the different committee functioning in the college like Women Development Cell, Career Guidance Cell, NSS, Anti-Ragging Cell, SC/ST/NT/OBC Scholarship/ B. C. Book bank, Cultural Committee, Library Advisory Committee etc.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Marathi	360	77	77
BA	Hindi	360	73	73
BA	History	360	86	86
BCom	Account and Finance	360	135	135
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	239	Nil	12	Nil	12

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
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	Resources)				
12	12	1	1	Nil	5
View File of ICT Tools and resources					
No file uploaded.					

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

Mentoring Activities: 1. Each class has a class-advisor. 2. College conducted induction program for 1st year students on the following topics - Introduction of college - Various activities conduct by the college faculties - Examination pattern - Career Opportunities - Health Stress Management 3. Teacher guides 2nd 3rd year students about specialized subjects during their curriculum career opportunities related to those subjects. 4. Competitive examination cell conducts guest lecture and give guidance about competitive examinations. 5. Teacher gives support in the form of finance, books, and notes bank facilities to the needy students. 6. Advice need based mentoring is done on personal issues of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
239	12	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	12	Nil	Nil	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00146	VI	09/10/2020	19/11/2020
BCom	3A00146	VI	09/10/2020	02/11/2020
BA	3A00146	VI	09/10/2020	02/11/2020
BA	3A00146	VI	09/10/2020	02/11/2020
View File				

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

As per the guidelines of Mumbai University the institution appointed college exam coordinator for smooth conducting the Examinations and making policy decisions in regard to organizing examinations, improving the systems of examinations. Institute Adopted Centralized Continuous Internal Evaluation

(CIE) System to assess student's development in both the semester. The institute have faculty wise internal exam committees who made aware of the CIE and evaluation process. The orientation programmes are conducted at the beginning of the semester as per guidelines and also conducts induction programme. Exam department inform to students 'examination pattern, schedule and regulations. Academic Calendar with CIA Exam dates. Schedule Display in the College and Department Notice Board. Result Analysis is done by the class tutors after CIA Test. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. Whenever necessary, the tutor shall recommend the visit of the parent to the college for a discussion about the Student. Remedial Classes are conducted for the slow learners, absentees. Assessments of group discussions, seminars, assignments and periodically held written tests help to know the performance of the students and to take remedial measure if needed. Supplementary or RE-Examinations are conducted for the absent students.

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

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates examination dates extra co-curricular activities, semester based and annual based examinations. Before the commencement of every semester respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this the Routine subcommittee of the Teachers' Committee prepares a detailed timetable and academic calendar for the entire semester. Finally this is distributed to the departmental teachers and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal. The Principal sees to it that all departments follows academic calendar. The college has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities.

2.6 – Student Performance and Learning Outcomes

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

<http://www.khapnecollege.com/pdf/Programme%20outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
3A00145	BA	Marathi	7	7	100
3A00145	BA	Hindi	9	9	100
3A00146	BA	History	9	9	100
2C00146	BCom	Account and Finance	45	43	95.55

[View File](#)

2.7 – Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Impact of Migration on Rural and Urban Area in India	College	29/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
DLLE	Dr. A. D. Patil	University of Mumbai	30/04/2020	University level
View File				

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	1	6.6
National	Marathi	1	6.2
National	Hindi	1	5.7
International	History	2	6.2

International	Marathi	2	6.2
International	Hindi	1	6.2
International	Account and Finance	2	6.2
International	Library	1	6.2
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Library	2
History	1
Marathi	2
View File	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	26	3	7
Presented papers	7	17	Nill	Nill
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness programme	Grampanchayat Raypatan	2	75
Swacchata	Grampanchayat	2	75

	Raypatan		
Road Repairing	Grampanchayat Raypatan	2	75
Bandhara	Grampanchayat Raypatan	2	75
View File			

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

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

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
321500	120109

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nill	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Libreria	Partially	2.0.3715.28728	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4864	300559	104	20890	4968	321449
Reference Books	2391	389595	119	30873	2510	420468
Journals	19	9836	Nill	Nill	19	9836
CD & Video	10	1170	Nill	Nill	10	1170
Library Automation	1	25000	Nill	Nill	1	25000
Others(s pecify)	4	535	Nill	Nill	4	535
View File						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	10	1	2	0	0	4	0	100	0

Added	0	0	0	0	0	0	0	0	0
Total	10	1	2	0	0	4	0	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
284500	87990	98000	97933

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

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) 1. Library :- Library play a role of central library in the college. At the beginning of the academic year, library advisory committee meeting is held, discusses about activities, services, needs of library and take decision about the same. Library purchase books as per requirements of college students, teachers and syllabus. Library Membership Policy: After getting college ID by students, library membership form provides and students fill up details on the form and take sign of College Principal then library gives membership card and number to student. Issue/Return Policy: Each student can issue two books at a time. If a student is from T.Y. B.A. / B.Com. demands for more book, library provides one more book to them or If a student got last year best reader award or current year gold card (on the base of last year three merit students from each class) or belongs in B. C. Book Bank Scheme, he/she can issue one more book from library. One book is issued for 8 days and renew 2 times. If the book returns late by students, per day Rs. 01/- is charged. 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 ? Essay Competition ? B. C. Book Bank Scheme ? Library Orientation Programme for new admitted students ? Display of Newspaper Cutting Reading Room Facility: Library have reading room facility. Opening and Closing: Library opens on 8.30 A.M. and close on 4.30 P.M. on all working days. Cleaning: Library and reading room is cleaned every day. Naphthalene Balls (Dambar Godi) is kept on each self of books. Maintenance: Library's all materials / equipments maintains properly, when it requires repairing is made. Damaged books also make binding in every year. Book Verification: In the month of May, Book Verification is done. Physically checked all books at the time of book verification. 2. Computer Lab: College have Computer lab 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 Desks and benches and decides if some maintenance / repairing required, it is done properly. 4.

Sport Activities: At the starting of the Academic year, Coordinator of Sport department calls meeting of sport department committee and discusses on sport activities that will take in whole year. As per University time table, sport department take initiatives and encourage to students to participate in sport games in district, zonal, and university level. College provides playground, sport kits and materials to students.

<http://www.khapnecollege.com/pdf/maintainance.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Womens Development Cell	5	7840
Financial Support from Other Sources			
a) National	HPCL/ State Government/ Subhadrabai Sanstha	194	1136055
b)International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	5	B. A., B. Com	Marathi, Commerce	Abasaheb Marathe College, Rajapur, IDOL, University of Mumbai	M. A. , M. Com.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Essay Competition on Migration	State	7
Late Hari Tukaram Khapane State Level Essay Competition	State	7
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

No formation of student council and representation of students as per the University guidelines. But established student council in the college as per merit base of students for many various activities in our college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Participative management The institution promotes the culture of participative management at the strategic level, functional level and operational level. Strategic level: The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	? 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.
Human Resource Management	? Human Resource Management: - Workflow is decided at the beginning of academic year by forming various committees for the smooth functioning of the co-curricular and curricular activities.
Library, ICT and Physical	? Library, ICT and Physical

Infrastructure / Instrumentation	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.
Research and Development	? 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
Examination and Evaluation	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 CGPA. Unsuccessful students are offered another chance by conducting additional examination.
Teaching and Learning	? 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.
Curriculum Development	? Curriculum Development: - Participation in Workshop by Faculty Members for revised syllabus. Certificate courses are conducted by various departments.

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

E-governance area	Details
Student Admission and Support	? Student Admission and Support :- 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.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	How to Use online Tools and Techniques	How to Use online Tools and Techniques	09/07/2019	09/07/2019	12	5
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Online Certificate Course on E- content Development	1	28/05/2020	07/06/2020	11
Ph. D. Course work	2	06/01/2020	22/01/2020	17
Refresher Course	1	25/02/2020	08/03/2020	12
Refresher Course	1	17/09/2019	07/10/2019	21
Ph. D. Course work	1	15/05/2019	14/06/2019	30
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. P.F. 2. Gratuity 3. Salary deduction for loan	1. P.F. 2. Gratuity 3. Salary deduction for loan	1. Merit Scholarship 2. Student Welfare Fund 3.

with request of the faculty.	with request of the faculty	Group Insurance
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6.4 – Financial Management and Resource Mobilization

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

Yes. Continuously every year through local C.A.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

131720

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

Parent Teacher Meeting is conducted in each semester every years. Additional meeting are also conducted to get feedback from the parents.

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

No Data Entered/Not Applicable !!!

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

a. Submission of Data for AISHE portal : Yes b. Participation in NIRF : No c. ISO Certification : Yes d. NBA or any other quality audit : No
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitization Programme	08/03/2020	08/03/2020	60	20

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

Percentage of power requirement of the University met by the renewable energy sources
Planting of trees Installation of ample number of Power Saving LED lights in the Campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	22/12/2019	01	01	01	132
2019	Nil	1	10/02/2019	01	01	01	150
2019	Nil	1	01/12/2019	01	01	01	128
2019	Nil	1	25/09/2019	01	01	01	30
View File							

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Rajarshi Chhatrapati Shahu Maharaj Jayanti	26/06/2019	26/06/2019	132

Celebration of Independence Day	15/08/2019	15/08/2019	175
World AIDS Prevention Day	01/12/2019	07/12/2019	128
Celebration of Republic Day	26/01/2020	26/01/2020	95
Shobha Yatra	29/01/2020	29/01/2020	175
View File			

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

No Data Entered/Not Applicable !!!

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE -1

- Title of the Practice:** Door to Door Visit
- The context that required the initiation of the practice:** After completing HSC students either they were going to Mumbai for jobs or sitting idle at home doing nothing. it was necessary to contact students and their parents and create awareness of higher education among them. Hence it was required to organize door to door visit to motivate the students for higher education.
- Objectives of the practice:**
 - To create awareness of higher education among the students and parent.
 - To motivate the students for higher education
 - To increase the number of admissions.
- The practice:** In this innovative practice the following was done: One of the most important initiatives organized by the college is Door to door visit. In the beginning of the academic year, after HSC results all members of the staff organized door to door visit. Dividing two members in one group routes were fixed. Making direct communication with the students and parents, and understanding their problems finally they were persuaded for further college education.
- Obstacles faced if any and strategies adopted to overcome them:** The main obstacles in the way of running this practice were the geographical condition of the region, heavy rain and lack of transportation facilities. Providing more time to communicate with students and parents we overcome the obstacles.
- Impact of the practice:** Maximum students admitted to the college.
- Resources required:** This practice did not require any additional resources.

BEST PRACTICE -2

- Title of the Practice:** Training Students to use College Library Resources
- The context that required the initiation of the practice:** Students are fast losing their habit of visiting libraries to read even if they do, their reading is confined to prescribed texts. They hardly look around to peruse other books in their college library. The need is to introduce the habit of visiting the library more frequently to look at books of various types and to utilize the services available.
- Objectives:** To make students aware of the available library resources and services
- The Practice:** The practice involves the organization of book exhibitions. In order to promote focused reading the exhibitions are organized on chosen themes. Most of the books of the library are the exhibits. A quiz is organized to promote reading widely and in depth.
- Obstacles faced if any and strategies adopted to overcome them:** The main obstacle in the way of running this practice initially, all students was not participated in this practice. In the outset of academic year library orientation programmes were organized and training to use library resources was provided and overcome the obstacle.
- Impact of the practice:** A large number of students visit the exhibitions. Many participate in the quiz. Also book transaction records show that the reading habit of students is on the increase.
- Resource required:** This practice did not require any additional resources.

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

<http://www.khapnecollege.com/pdf/Institutional-Best-Practices.pdf>

7.3 – Institutional Distinctiveness

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

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 lions 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. Shri Mahohar Hari Khapane College of Arts and Commerce, Pachal selected as Best NSS Unit among the University of Mumbai. Prof. Vikas Shankar patil was selected as a „Best programme Officer? by University of Mumbai. Dr. Ashok Dnyandeo Patil got Certificate of Appreciation by Department of Lifelong Learning and Extention, University of Mumbai. Miss. Pradnya Shashikant Manjare and Yogesh Sanjay Manjare students of the college were participated in State Republic Day Parade. Every year health check up camp is organized for students in collaboration with Rural Hospital Raypatan and doctors of various specializations were invited for consultation. The college enthusiastically provides student oriented schemes for their upliftment and empowerment. "Free Bus Pass Scheme" was started for economically weak girl students. Reading festivals and book exhibitions are arranged under the initiative of the library. In the year 2018-19 under the Gold Card Scheme the facility of extra book has been given to students by Library. The College Library has done MoU with the Government Library Ratnagiri to improve the reading habits among staff Students, strengthen the library collection and make available books to the stakeholders.

Provide the weblink of the institution

<http://www.khapnecollege.com/pdf/NAAC/Institutional-Distinctiveness.pdf>

8.Future Plans of Actions for 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.