



YEARLY STATUS REPORT - 2020-2021

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		
• 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	snimbalkar7844@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.khapnecollege.com/pdf/AQAR_2019-20_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-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	Nil	2004	16/09/2004	15/09/2009
Cycle 2	B	2.05	2016	05/11/2016	04/11/2021
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	
Nil	Nil	Nil	Nil	Nil	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	02	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Organized one national webinar		
Organized two workshops on 'How to use Online Media' for teaching and non-teaching staff		
Organized workshop on 'Changing NAAC Process'		
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	
To organize conferences, seminars and workshops	One National level webinar organized on 'COVID19 Pandemic Situation, two workshops on 'How to use Online Media' for teaching and non-teaching staff and one workshop on 'Changing NAAC Process'.	
To provide extra Wi-Fi facilities	Facility of extra Wi-Fi connection made available	

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>College Development Committee</td> <td>17/12/2021</td> </tr> </table>		Name	Date of meeting(s)	College Development Committee	17/12/2021
Name	Date of meeting(s)				
College Development Committee	17/12/2021				
14. Whether institutional data submitted to AISHE					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2020-21</td> <td>14/02/2022</td> </tr> </table>		Year	Date of Submission	2020-21	14/02/2022
Year	Date of Submission				
2020-21	14/02/2022				
15. Multidisciplinary / interdisciplinary					
16. Academic bank of credits (ABC):					
17. Skill development:					
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):					
20. Distance education/online education:					

Extended Profile

1. Programme

1.1

Nil

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 **251**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **251**

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

File Description	Documents
Data Template	View File

2.3 **71**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **9**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **Nil**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	Nil
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	251
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	251
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	71
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	9
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	Nil
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

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

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. 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.

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.

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

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

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	View File
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

E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
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

4

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

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

Co-curricular and Extracurricular Activities Institute 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, Laws for Woman, Women's Day, The

N.S.S. unit of our college has been very proactive in conducting 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, Essay and poster exhibitions, wall paper presentations, 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, cleaning of gutters, digging of soak peats, eradication of Gajar grass, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. 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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

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
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File Description	Documents
URL for stakeholder feedback report	View File
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)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

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	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

160

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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.

The institution always girl students for enrolment in college in order to equip them with the higher education so that they can become empowered at themselves to face the future competition and to create their own entity.

After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the Unit test, internal examinations.

After knowing slow and advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The teachers observe that whether the student are easily understanding the lesson. If they fail to understand the topic or teaching of a teacher, the same was having been explained again in a easy way. This is the informal way to complete the teaching-learning process and it is also convenient to both teacher and students.

Advanced learners are encouraged to ask their concern freely and frequently with the teachers, in a formal way. Students are encouraged to refer advanced textbooks, journals and for their

advanced studies.

Home assignment and projects are taken prepared from the Students.

They are also encouraged to apply for different competitive examinations.

They are motivated to participate in seminar presentation, Poster presentation, quiz competition, debates, AVISHKAR etc.

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
251	11

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

The college practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Courses of the college are defined highlighting course objectives, programme specific objectives and programme outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps them in self-evaluating their performance at the conclusion of the course.

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 prowess.

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 apart from inculcating a sense of responsibility in them.

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. Projector is 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 power-point 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	Nil

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

10

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

2.4 - Teacher Profile and Quality

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

8

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

17

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Mechanism of internal assessment is transparent and robust in terms of frequency and variety.

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. Tests are conducted regularly as per the schedule given in academic calendar. The weightage for the tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. For transparent and robust for internal assessment, the following mechanisms are conducted .

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	Nil

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, invigilator is 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 the

Principal and if necessary forwarded to the university by examination committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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 students at the commencement of the programme.
- At least five hours are spent by the teachers for introducing 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 everyday life, 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	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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.

Response: Our Institute is affiliated to University of Mumbai. We offered Under Graduate programs and courses under the Faculty of Arts and Commerce. For these programs and courses, the institute followed the curriculum designed by our affiliated University. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

After measuring attainment of POs, PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing in the last five years. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes.

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 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 Program outcomes 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 Program outcomes 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

71

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

2.7 - Student Satisfaction Survey

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

https://www.khapnecollege.com/pdf/Student-Satisfaction-Survey-Report_2020_21.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)

Nil

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

3.1.2 - Number of 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

Nil

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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - 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

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - 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

12

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

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

Students shared videos to public whatsapp groups to create awareness about COVID19.

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

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

6

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

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

59

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)	View File

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

1

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

2

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	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The 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 certificate courses, co-curricular activities/extra - curricular activities, parent teacher meetings, Campus Recruitment Training classes, campus recruitments, meetings, seminars, conferences etc.

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

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 and Republic 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, Farewell etc., to exhibit cultural talents.

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

File Description	Documents
Upload any additional information	View File
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	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

296343

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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 7628 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, 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.

Library Website Link : <https://mhkclibrary.wixsite.com/pachal>

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.khapnecollege.com/pdf/Library-Profile-2020-21.pdf

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)

0.28905

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

Nil

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

College have 10 computers, from that 2 are in Office of the college, 1 is in IQAC department, 1 Laptop is in the principal Cabine, 1 computer is in library and 5 computers are in Computer Lab. Two internet fiber connection are available with each 100 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.

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

4.3.2 - Number of Computers

10

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

54613

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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
- Organized reading week on the occasion of memorizing P.N. Panikar
- Distribution of Lokarajya Masik to students
- 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 sport materials to students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.khapnecollege.com/pdf/Library-Profile-2020-21.pdf

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

45

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

24

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

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

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

28

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

28

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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

6

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

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

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

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.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 have strong representations in all committees. They help in organization and management of events.

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

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

28

File Description	Documents
Report of the event	View File
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)	View File

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

No

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 self-employment 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	https://www.khapnecollege.com/pdf/Institutional-Distinctiveness.pdf
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-conference was held on 18 July 2020. The Principal expressed his desire to organize such a conference since there was no such collaborative endeavour in the past.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development: - Participation in Workshop by Faculty Members for revised syllabus. Certificate courses are conducted by various departments.

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 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.

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 for the smooth functioning of the co-curricular and curricular activities.

1. 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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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 and

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

◦ **Alumni Association**

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.khapnecollege.com/pdf/Organogram.pdf
Upload any additional information	No File Uploaded

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

C. Any 2 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)	View File

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

Fre 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

Nil

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

Nil

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

7

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)	View File

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	View File

6.4 - Financial Management and Resource Mobilization

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

Yes, Internal Audit continuously every year through Chartered Accountant.

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

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

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

0.12

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

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

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 sub-committees 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);

C. Any 2 of the above

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)

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)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

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
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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
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<p>The following wastes are being disposed by the college:</p> <p>Solid Waste Management: College has a place on its campus where the solid wastes materials are disposed</p> <p>E-waste Management- There is no e-waste management system in the college.</p> <p>Waste recycling system- There is no system of Waste recycling in the college.</p> <p>The e-medical Waste Management- There is no e-medical waste management system in the college.</p> <p>Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.</p>

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

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

B. Any 3 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	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	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).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to

different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great fervour the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi Sardar Vallabhbhai Patel, Dr. Babasaheb Ambedkar, Sarvepalli Radhakrishnan, Lal Bahadur Shastri. On birth anniversary of Sardar Vallabhbhai Patel on October 31, institution celebrates Rashtriya Ekta Diwas (pledge is taken by staff and students on National Integration Day) every year.

The institution organizes Cultural festival. NSS Unit of our college participate in various programmes related to social issues organized by other colleges. Also, the Departments organize a Seminars/ Conferences.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	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

The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students.

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,

D. Any 1 of the above

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.

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

To maintain harmony and healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/International commemorative days are regularly being celebrated and observed in college.

- Every year the college celebrates National Festivals i.e. Independence Day on 15th August and Republic Day on 26th January with pomp and gaiety by hoisting the national tricolour in the main Campus. After unfurling the flag, students sing the National Anthem and other patriotic songs.
- The college organizes the Teachers 'Day every year on September 5 in memory of Dr. S. Radha Krishnan, former President of India. Eminent educationists and teachers are invited to deliver the Teachers 'Day.
- On the occasion of 150th Birth Anniversary celebrations of Mahatma Gandhi. "Swachh Bharath - Swasth Bharat" a "Clean India Campaign" was organized in the campus as part of national drive on Gandhi Jayanti.
- National Unity Day/Week are observed to commemorate the birth anniversary of Sardar Vallabhbhai Patel. "Run for

Unity" is organized on the occasion by NSS unit.

- Rajarshi Chhatrapati Shahu Maraj Birth Anniversary celebrated on 26th June as "Social Justice Day".

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

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.

1. 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.

1. 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.

1. 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.

1. Impact of the practice:

Maximum students admitted to the college.

1. Resources required:

This practice did not require any additional resources.

Best Practice 2

Title of the Practice: Energy Conservation

Goal

To reduce the consumption of energy without compromising on quality and set an example in the field of Energy Conservation, in accordance with the national objectives

Context

As detailed on the Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India site, the efficient use of energy resources and their conservation assume tremendous significance in the context of curtailment of wasteful energy consumption and sustainable development. The UN Sustainable Development Goal no. 7, 'Affordable and clean energy' for all, envisages expansion of energy access. To expand access, it is important to enhance energy efficiency and to invest in renewable energy.

The Practice

The classrooms and auditorium are well ventilated and there is optimal utilization of natural light. 'Save Electricity' campaigns are conducted throughout the academic year. Students and teaching and non-teaching members have put up posters near the switchboards of classrooms urging users to switch off lights and fans on their way out. In classrooms and auditorium, lights and fans are switched on only in the occupied area. Students are urged to conserve every drop of water to conserving water, it is not necessary to switch on pumps frequently. The College community observes Save Energy Mission. The following practices have been adopted:

- Use of LED Lighting: In a concerted move, traditional lights which consume a greater amount of power have been substituted by LED's in the classrooms, library, auditorium and offices.

Evidence of Success

- The classrooms and hall are well ventilated so electric lights do not need to be switched on all the time.
- Dedicated work by the volunteers has ensured that students themselves switch off lights and fans when they move out of rooms, establishing a culture of energy conservation.

File Description	Documents
Best practices in the Institutional web site	View File
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. 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.

File Description	Documents
Appropriate web in the Institutional website	View File
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.