The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

2013-2014

1. Details of the Institution

1.1 Name of the Institution

Sahyadri Parisar Shikshan Prasarak Mandal's Shri Manohar Hari Khapane College of Arts and Commerce, Pachal

1.2 Address Line 1

At Post- Raypatan, Tal Rajapur

Address Line 2

Dist- Ratnagiri

City/Town

Pachal

State

Maharashtra

Pin Code

416704

Institution e-mail address

mhkcollegepachal@gmail.com

Contact Nos.

02353-223436

Name of the Head of the Institution:

Dr. Vitthal Kundlik Khade

02353-223436

Tel. No. with STD Code:

Mobile: 9404773399

Name of the IQAC Co-ordinator: Dr. Ashok Dnyandeo Patil

Mobile: 9423831812

IQAC e-mail address: mhkiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   MHCOGN

OR

1.4 **NAAC Executive Committee No. & Date:**   EC/33/290 dated 16/09/2004
*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address: www.khapanecollege.com

Web-link of the AQAR: www.khapanecollege.com/naac/aqar

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++		2004	5 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

05/08/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i.   AQAR 2004-05   (26/12/2005)
   ii.   AQAR 2005-06   (11/09/2006)
  iii.   AQAR 2006-07   (04/02/2008)
  iv.   AQAR 2007-08   (02/03/2009)
   v.   AQAR 2008-09   (01/03/2011)
  vi.   AQAR 2009-10   (15/09/2012)
 vii.   AQAR 2010-11   (15/09/2012)
viii.   AQAR 2011-12   (15/10/2012)
  ix.   AQAR 2012-13   (30/10/2013)

1.9 Institutional Status

University   State [✓]   Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [ ] No [✓]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                   Urban [ ]   Rural [✓]   Tribal [ ]

Financial Status   Grant-in-aid [✓]   UGC 2(f) [ ]   UGC 12B [ ]

                   Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

       Arts [✓]   Science [ ] Commerce [ ] Law [ ] PE Phys Edu) [ ]

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) | . --------- |

1.11 Name of the Affiliating University *(for the Colleges)* | University of Mumbai |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | DST-FIST | - |

UGC-Innovative PG programmes | - | her (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | 05 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 02 |

2. 6 No. of any other stakeholder and

community representatives

| 02 |

2.7 No. of Employers/ Industrialists

| - |

2.8 No. of other External Experts

| - |

2.9 Total No. of members

| 13 |

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | 13 | Faculty | 02 |

Non-Teaching Staff Students | 02 | Alumni | 01 | Others | 08 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ] No [✓]

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | - | International | - | National | - | ate | - | titution Level | - |

(ii) Themes | ------ |

2.14 Significant Activities and contributions made by IQAC

Started three Short Term Courses

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Arranging educational trips, trekking, etc	Organized educational trips by department of History, Commerce, Marathi and Hindi, and one day trekking

	at Haral village.
To organize elocution competition to create economic awareness among college students.	Organized 49th A. D. Sroff Memorial Elocution competition in the in association with Forum of Free Enterprise, Mumbai.
To provide computer lab with internet facility to the students.	Provided computer lab with the internet facility.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [   ]   No [   ]

Management [✓]   S[ ]te   Any o[ ]ody

Provide the details of the action taken

Discussed and approved with minor corrections.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			03	
Others				
Total	02		03	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
      (ii) Pattern of programmes:

Pattern	Number of programmes

Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☐   Employers ☐   Students ☑
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual ☑   perating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

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

> Our college is affiliated to the University of Mumbai and bound to follow the University syllabi designed by respective board of studies as a significant change, University has credit and grade system as an affiliated college, we have implemented the change through:
>
> - Introduction of credit based semester and grading system for all the programmes.
>
> - Inclusion of 60 – 40 pattern for all programmes. 60 marks for external component examination and 40 marks for internal component examination.
>
> - Additional examination is made available to students who remain absent or fails in the regular examination.

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

> ------------

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	07			

2.2 No. of permanent faculty with Ph.D.

01

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01								01	

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		01		03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		02	08
Presented papers			
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- For the improvement of result of T. Y. B. Com. Students preliminary examination was conducted.

- Unit tests were conducted after the completion of modules/topics.

- Industrial visit was organized to provide the knowledge of production and marketing.

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- As the college is affiliated to the University of Mumbai examinations were conducted as per the University guidelines, rules, regulations and circulars.

- University has introduced the credit based semester and grading system for all the programmes.

- Barcode system has been introduced to maintain secrecy and transparency in the assessment of examination.

- Photocopy of assessed answer paper issued to the students on demand as per University norms.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-	-	02

2.10 Average percentage of attendance of students

| 84 |

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A.	27		08	44	40	08
B. Com.	54	02	13	12	34	

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

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

- Encourage to use modern techniques of using ICT.

- Motivated teachers to participate in various training programmes to develop teaching skills.

- Prepared an academic calendar.

- Carried out evaluation of the faculties from respective students.

- The IQAC has taken the efforts for development of students arranging unit tests, home assignments, group discussions, mock interviews, etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	06
Others	-

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

> To inculcate the climate of research college has constituted a research committee. The main objective of this committee is to encourage and help the faculty and the students for the research. As a result five faculty members are doing Ph. D. Our students were participated in Avishkar Research Festival organized by University of Mumbai.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	14	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				

Students research projects *(other than compulsory by the University)* **Avishkar**	-	Institution	1235	1235
Any other(Specify)				
Total			1235	1235

3.7 No. of books published   i) With ISBN No. | - | apters in Edited Books | 01 |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | her (specify) | - |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | - |

3.13 No. of collaborations   International | - | National | - | Any other | |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | rom Management of University/College | - |

Total | - |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
     who are Ph. D. Guides

01

and students registered under them

03

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   -   SRF   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events:

University level   05   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   -   State level   -

National level | - | International level | -

3.23 No. of Awards won in NSS:

University level | - | State level | -

National level | - | International level | -

3.24 No. of Awards won in NCC:

University level | - | State level | -

National level | - | International level | -

3.25 No. of Extension activities organized

University forum | - | College forum | -

NCC | - | NSS | 07 | Any other | 05

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- N. S. S. Department organized seven days residential camp at Moor-Sutarwadi village. The activities carried out to guide and aware the villagers and students during the camp. The lectures of eminent personalities, cleanliness, personality development, etc. Was organized.

- Our N. S. S. Volunteers cleaned and reconstructed the roads, cleared the drainages. Also constructed small bandhara on Jamada river to conserve water.

- Our N. S. S. Volunteers provided the information about health, the cleanliness activities were carried out and created awareness of Sarva Shiksha Abhiyan. Further our N. S. S. Volunteers also motivated people for Adult education.

- During the academic year N. S. S. Department organized tree plantation and conservation programme, Blood donation camp, street play and Save Girl Programme.

- Department of Lifelong Learning and Extension has organized following extension activities:

  1. Conducted the survey of socio-Economic, Cultural, educational and health condition of women and their status in the family.

  2. Organized Environment awareness rally at Pachal market.

  3. To create awareness among the people about 'Fataka Mukta Diwali for the purpose of avoiding air and noise pollution.

  4. Our students participated actively in Udaan Mahotsav conducted by University and presented street play on 'Meri Beti Pyari Beti' which was highly appreciated.

- Women's Development Cell organized:

1. Women's Gathering numbering with 170 to create awareness about their national, social duties and family responsibilities. So many women spontaneously involved in the discussion.

2. The women who made family planning having one or two daughters only felicitated by college.

3. WDC organized seminars and workshops like Legal Aids and Counselling, Haemoglobin awareness, AIDS awareness and gender discrimination awareness programme.

4. WDC also organized counselling programme 'Vayat Yetana' for High school girl students (Teenagers).

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.31Acres	-	-	15.31
Class rooms	07	-	-	07
Laboratories	-	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	09	11	Donation	20
Value of the equipment purchased during the year (Rs. in Lakhs)	-	119730	-	119730
Others	-	-	-	-

4.2 Computerization of administration and library

> Cental Library the heart of the college, is equipped with modern facilities to cater the needs of students, faculties and the members of the library.
>
> - Few library transactions are computerized and operated with 'Libraria Management Software'.
>
> - OPAC serves library book searching.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1405	132822.50	154	20665	1559	153487.50
Reference Books	1579	325151.05	67	8208	1646	333359.05
e-Books	-	-	-	-	-	-
Journals	34	10865	-	-	34	10865
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	09	1170	-	-	09	1170
Others(specify) Maps	04	535	-	-	04	535

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	09	01	01	-	-	04	-	-
Added	11	01	-	-	-	-	-	-
Total	20	01	01	-	-	04	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology
    upgradation (Networking, e-Governance etc.)

- The computer with internet access is made available to almost all the teachers and clerical staff.

- The entire office work is executed using the computers.

- Some teachers deliver their lectures using power point presentation.

- Free of cost computer facility with internet access is made available to the college students.

4.6 Amount spent on maintenance in lakhs :

    i) ICT   1.36

                     0.54

ii) Campus Infrastructure and facilities

iii) Equipments | - |

iv) Others | - |

Total : | 1.90 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The efforts taken by the IQAC for enhancing the student support services are as follows:
>
> - Provided guidance to the needy students.
>
> - Improving the information of support services in the prospectus.
>
> - Receiving the feedback from the student on the utility of support services.
>
> - Assigning convener to each type of support service.

5.2 Efforts made by the institution for tracking the progression

> The attempts made by the institution for tracking the progression of the students are:
>
> - Students are guided to participate in the Avishkar Research Festival, Udaan Festival, Youth Festival and other outdoor competitions.
>
> - Arranged educational trips, industrial visit and book exhibitions.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
304	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

No	%
192	63

No	%
112	37

Last Year						This Year						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total	Men
146	38	03	103	00	290	160	35	02	107	00	304	Women

Demand ratio   1:1   Dropout % 8.92

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

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

- Book available in the library

- Competitive examination pattern

- Interview techniques.

No. of students beneficiaries

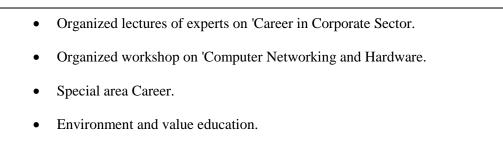| 108 |
|-----|

5.5 No. of students qualified in these examinations

-	-	-	-

NET   SET/SLET   GATE   CAT

IAS/IPS etc | - | State PSC | - |UPSC | - | hers | 02 |

5.6 Details of student counselling and career guidance

- Organized lectures of experts on 'Career in Corporate Sector.

- Organized workshop on 'Computer Networking and Hardware.

- Special area Career.

- Environment and value education.

No. of students benefitted | 127 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- Lek Ladaki Abhiyan.

- Vayat Yetana.

- Lecture on Gender Sensitization.

- Street play and rally.

- Socio-Economic survey of women.

- Law awareness programme.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | - | National level | - | International level | -

No. of students participated in cultural events

State/ University level | 27 | National level | - | International level | -

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | - | National level | - | International level | -

Cultural: State/ University level | - | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	03	1140
Financial support from government	110	756920
Financial support from other sources	15	32600
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level | - | National level | - | International level | -

Exhibition: State/ University level | - | National level | - | International level | -

5.12 No. of social initiatives undertaken by the students | -

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

Mission

1. To impart higher education to the students of economically weak and backward sections of society.
2. To create the 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 co-curricular and extra-curricular activities.
4. To prepare the students to face the challenges created by the emerging global situation.
5. To create the feeling of corporate life among the 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.

6.2 Does the Institution has a management Information System

- Daily rough cash book, personally checked by Principal.

- IQAC, LMC and Governing Council meeting for decision making and feedback.

- Meetings of various committees and decision making therein.

- Compulsory parents meeting for feedback.

- Monthly attendance record and feedback of defaulter students.

- Records of fees in instalments.

- In House central assessment programme for the result, in time.

- Critical manual correction of border case before declaration of result.

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

6.3.1 Curriculum Development

- Attending workshops of various subjects for discussion on revised syllabus.

- Participating in syllabi forming committee.

6.3.2 Teaching and Learning

- Submitting and following teaching plan.

- Preparing academic calendar.

- Conducting unit test, group discussion and home assignment, etc.

- Conducting preliminary examinations of final year students.

- Exposing students for outdoor learning through educational tour.

- Motivating students for research activities.

- Arranging film show, slide show, etc.

6.3.3 Examination and Evaluation

- The examination schedule of First Year and Second Year classes proposed by the college examination committee and final year classes proposed by University.

- The improvement of results, unit tests is conducted after the completion of module/topic.

- Extra lectures are conducted by the faculties to complete the syllabus in the stipulated time.

- After the theory examination, answer papers are assessed by following strictly the rules and regulations laid down by University of Mumbai.

- Declaration of results in time.

6.3.4 Research and Development

- Established research committee for inculcating research atmosphere.

- Motivating teachers for research work.

- Guiding teachers for improving API through participating in conferences and publishing articles and books.

- Improving library facilities for research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Most of the functioning of central library is done with the help of software LIBRARIA. The bar coding system is used for all the books. OPAC software is used for searching the books. Inverter backup is given to the office. Internet facility is available in the computer lab.

6.3.6 Human Resource Management

- A student being as a prime HR, the college strives to develop this resource through variety of activities like NSS, DLLE, WDC, cultural activities, Gymkhana activities, etc.

- Parents through parents meetings.

- Alumni

- Non teaching staff through computer literacy.

- Teaching staff through Refresher Course, Orientation Course, Workshop, etc.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

The admission committee and the all staff members organize door visit for the counselling of parents. The purpose of the visit is to inform the parents and their wards about MHK College ethics and to create among them awareness of higher education.

6.4 Welfare schemes for

Teaching	Tea Club Computer with internet access free of cost
Non teaching	Tea Club Computer with internet access free of cost Uniforms and other gadgets
Students	Computer with internet access free of cost. Admission fees in instalments. B. C. Book Bank Scheme for backward class students Free bus pass provided to needy girl students

6.5 Total corpus fund generated   51200

6.6 Whether annual financial audit has been done   Yes ✔ No ☐

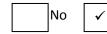6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Prinipal
Administrative			Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐ No ✔

For PG Programmes   Yes ☐ No ✔

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

The affiliating University, the University of Mumbai has introduced Credit Based Semester and Grading System since 2011-12. Our college has implemented the system protectively. The system includes in all 12 tests and assignments in the span of three years, accumulation of credits earned and continuous evaluation.

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

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

- Attendance of the students

- Discipline in the campus

- Academic results

- Facilities available in the campus

- Co curricular and extracurricular activities.

6.13 Development programmes for support staff

The support staff plays an important role in the development of the institution taking into consideration their health and recreation, following activities have been introduced:

- Time bond allotment duties.

- Advance payment in emergency.

6.14 Initiatives taken by the institution to make the campus eco-friendly

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

Criterion – VII

7. Innovations and Best Practices

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

Allotting class wise responsibilities to the staff members.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Libraria Software launching   Launched Libraria Software

- To develop computer lab   Computer lab equipped with 11 computers

- Participation in Research activities   Participated in Avishkar research activity

- To update college website   Redesigned and updated college website

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

i.   Lek Ladaki Abhiyan.

ii.   Door to door visit.

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

7.4 Contribution to environmental awareness / protection

The college has organized tree plantation programme every year at different places. This year 1000 saplings were planted at Moor village.

Organized Vriksha Dindi, Street plays and Shobha Yatra.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. **Plans of institution for next year**

- To organize Workshops, Seminars and Conferences.

- To organize University level sports competitions.

- To expand the college building.

Name Dr. Ashok Dnyandeo Patil   *Name Dr. Vithal Kundlik Khade*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

Annexure I

ACADEMIC CALENDAR 2013-14

Month	Day & Date	Programmes and Activities
June	Mon 10	Display of Timetable and distribution of Portfolios.

	Tue 11	Meeting of Admission Committee
	Wed 12	Statement of students regarding attendance – Attendance Committee
	Thu 13	Meeting with Principal – B. C. Book Bank Committee
	Fri 14	Meeting of Admission Committee
	Sat 15	Meeting of Magazine committee
	Mon 17	Notice of Sports Competitions
	Tue 18	Meeting with backward students - B. C. Book Bank Committee Magaswargiy pustak Pedhi Olakh - Library
	Fri 21	National Anthem – Discipline committee
	Sat 22	Inauguration of nature Club
	Mon 24	Registration of backward students - B. C. Book Bank Committee
	Tue 25	Inauguration of WDC & Anti-Ragging Cell
	Wed 26	Chhatrapati Shahu Maharaj Birth Anniversary as a Social Justice Day Samata Rally To motivate the students for hostel - B. C. Book Bank Committee Meeting with Principal – Staff Academy
	Thu 27	Meeting with Students Inauguration of Hindi Abhyas Mandal
	Fri 28	Samata Rally – N. S. S.
	Sat 29	Essay Competition- N. S. S.
	Thu 28	Parents meeting at the time of Admission
	Fri 29	Parents meeting at the time of Admission
July	Mon 1	Tree plantation in adopted village & Medicinal tree plantation in College Campus - N. S. S.
	Tue 2	Welcome Function Registration for University Competitions Lecture on Importance of Medicinal Plants
	Wed 3	Inauguration of Commerce Association
	Fri 5	Distribution of books from B. C. book bank - B. C. Book Bank Committee
	Sat 6	Meeting of Admission Committee
	Mon 8	Inauguration of Competitive Exam. Dept. by Government officer & registration of students - Competitive Exam. Dept.
	Tue 9	Tobacco & Mobile free zone - Discipline committee
	Wed 10	Introduction of DLLE Lek Ladaki Abhiyan
	Thu 11	World Population Day Tree Plantation Street Play on Population - N. S. S.
	Fri 12	Plantation of Medicinal Plants
	Sat 13	Tree Conservation - N. S. S. Implementation of Merit Card Scheme - Library
	Sun 14	Formation of Hindi Abhyas Mandal
	Thu 18	Barish par gaane aur sher shayari
	Fri 19	Inauguration of Itihas Abhyas Mandal Workshop on Competitive exams.
	Sat 20	Pawasawarchya Kavita Commencement of regular classes - - Competitive Exam. Dept.
	Sun 21	Vardhapan Din Publication of Samvaad Wartapatra and Spandan
	Mon 22	Display of Sahyagiri Wall Papers.

		Vidyarthi Gun Gauraw ani Palak Melawa
		College Foundation Day - N. S. S.
	Thu 25	Lecture on 'Spardha Parikshetil Marathi Bhasheche Sthan'
	Fri 26	College Level Essay Competition Eng. Lit. Asso.
		Publication of News Bulletin – Library
		Parents meeting T. Y. B. Com.
	Sat 27	Lecture of Prof. A.D. Patil – Staff Academy
	Mon 29	District level First Semester Training Programme
	Tue 30	Masik Granth Parichay
	Wed 31	Essay Competition - WDC
August	Thu 1	Tilak death Anniversary & Annabhau Sathe Birth Anniversary. Cultural & N. S. S.
	Mon 5 to Thu 8	First Test (F.Y./S. Y. B. A. B. Com.
		Elocution – Krantiveerano Parat Yaa
	Sat 10	Display of 'Lokranjan wall papers - Magazine committee
	Mon 12	Inauguration of DLLE
		Parent-students-teachers meeting - B. C. Book Bank Committee
	Tue 13	Workshop on One-Act-Play
	Wed 14	UGC-CEC Programmes English Literary Association
		Seminar on the evaluation of any author - Hindi Abhyas Mandal
	Thu 15	Deshbhaktipar Geet Gayan
	Fri 16	Correspondence to parents of absent students
	Sat 17	Independence Day, Patriotic Singing Competition
		Alumni Meeting
	Mon19	Story Telling - English Literary Association
	Tue 20	Blood group Checking Camp - N. S. S.
	Wed 21	Meeting of Headmasters with principal – Staff Academy
	Thu 22	Kathakathan Spardha
		Trekking
	Fri 23	Lecture on Health problems - WDC
	Sat 24	Lecture of Prof. P. S. Meshram – Staff Academy
	Wed 28	Masik Granth Parichay
		Remedial Coaching - B. C. Book Bank Committee
	Fri 30	First Semester Training
		Elocution - WDC
	Sat 31	Save Fuel Rally - N. S. S.
September	Mon 2	Visit to Adopted Village - N. S. S.
	Tue 3	Collection of English Newspaper cutting and its translation
	Thu 5	Teacher's Day – Cultural & N. S. S.
	Fri 6	Suvichar Lekhan Spardha
	Sat 7	Lecture of C. A. - Commerce Association
	Mon 9	Publication of Wall Papers – English Literary Association
	Tue 10	Lecture on Environment
	Wed 11	Avishkar Ekankika Spardha
		Lecture on Women Prtection Act - WDC
	Fri 13	Lecture- Loksahityache Astitwa ani Sankalanachi Garaj
		Lecture of Prof. S.V. Nimbalkar – Staff Academy
		Inauguration of Best Reader Scheme - Library
	Sat 14	Hindi Pakhauda and display of Darpan wallpapers- Hindi Abhyas Mandal
	Mon16	Shramdaan at adopted village - N. S. S.

	Tue 17	Book Exhibition - Hindi Abhyas Mandal	
	Thu 19	Environment conservation- Lecture and Poster Presentation	
		Elocution - Hindi Abhyas Mandal	
	Wed 25	Masik Granth Parichay	
		Hindi bhashik adhyapako ka sammelan - Hindi Abhyas Mandal	
	Sat 28	Seminar – WDC DLLE	
		Hindi Din, Get-together of hindi students - Hindi Abhyas Mandal	
October	Tue 1	Lecture of Advocate – Commerce Association	
	Wed 2	Mahatma Gandhi Birth Anniversary	
	Thu 3	Parents meeting of absent students	
	Fri 4	Elocution on behalf of Forum of Free Enterprise, Mumbai	
	Sat 5	Ear & eye Checking Camp - N. S. S.	
	Mon 7	Rangoli Competition	
	Tue 8	Yuva Kavya Sammelan	
	Wed 9	Mehendi Competition	
		Lecture of Prof. B. T. Dabhade – Staff Academy	
	Thu10	Lecture on What after graduation - Competitive Exam. Dept.	
	18 to 31	First/Third Semester Exams.	
	Fri 11	Saraswati Pujan	
	26 to 31	Assessment	
November	6 to 9	Preparation of Result	
	Mon 25	Parents Meeting Review of First Semester	
		Meeting of Magazine committee	
	Tue 26	Lecture of Mr. Surve - Competitive Exam. Dept.	
	Wed 27	Lecture of Dr. Utkrande - Commerce Association	
	Thu 28	Inauguration of Marathi Bhasha and Wangmay Mandal	
	Fri 29	Discussion on any Hindi novel - Hindi Abhyas Mandal	
	Sat 30	Survey &Visit to Vanrai	
		Lecture of Prof. N. G. Devan – Staff Academy	
December	Sun 1	One day Trekking	
		World AIDS Day - N. S. S.	
		Elocution on behalf of Forum of Free Enterprise, Mumbai	
		Participation in Elocution on behalf of Forum of Free Enterprise, Mumbai -English Literary Association.	
	Wed 4	Khana-Khajana- Lecture	
	Thu 5	Selection of literature for magazine and to send it for publication - Magazine committee	
	Fri 6	Trip. Department wise trips	
	Sat 7	Trip. Department wise trips	
	Sat 8	Trip. Department wise trips	
	Tue 10	Essay Competition- DLLE	
	Wed 11	Get-together of Mahila Bachat Gat – WDC	
		Masik Granth Parichay	
	Thu 12	Lecture of Ravindra Prabhudesai - Commerce Association	
		Seminar on Athavanichya Hindolyawar - Library	
	10 to 16	N. S. S. Residential Camp	
	Sat 14	Nibandh Lekhan Spardha	
	Tue 17	Late Hari Tukaram Khapane Memorial State Level Essay Competition	
	Wed 18	Lekhak Apalya Bhetila	

		Wallpapers Competition - WDC
	Fri 20	Sports Week
	Sat 21	Sports Week
		Lecture of successful woman – WDC
		Lecture of Prof. B. A. Kashyap– Staff Academy
	Mon 23	English Speaking Day
	Tue 24	Alumni Get-Together
	Thu 27	Youth Week
January	Mon 2	Shobha Yatra
		Street Play - DLLE
	Tue 3	Savitribai Fule Birth Anniversary and Women's Gathering – Cultural & WDC
	Thu 4	Variety Show and Annual Prize Distribution
		Publication of Samvaad Wartapatra and Spandan
	Sat 6	Anuwad lekhan Spardha (Hindi, English)
	Wed 8	Lecture of Collector Rajiv jadhav - Competitive Exam. Dept.
	Fri 10	Meeting of Discipline committee
		Lecture of Prof. V. S. Patil – Staff Academy
	Sat 11	Masik Granth Parichay
	Sun 12	Swami Vivekanand Birth Anniversary
		Discussion on any Hindi novel - Hindi Abhyas Mandal
	15 to 17	Second Test
	Sat 26	Republic Day – Cultural & N. S. S.
	Fri 31	Parents Meeting- Review of the year- Awareness of Exams.
February	Tue 4	Poster Competition - DLLE
	Thu 6	Meeting of Admission Committee
	Fri 7	Lecture on CET for 9th to 12th std. students – Staff Academy
	Sat 8	Industrial Visit - Commerce Association
	Sat 15	Submission of diary - N. S. S.
	Mon 17	Lecture on Share Market - Commerce Association
	Thu 27	Marathi Rajbhasha Din and Handwriting Competition
		Participation in UDAN Mahotsav- DLLE
		Report Writing- DLLE
		Submission of Report - DLLE
	Fri 28	Publication of News Bulletin - Library
March	5 to 15	Second & Fourth Semester Exam.
	18 to 22	Assessment
	24 to 27	Preparation of Result
	Sat 23	Shahid Din
April	Sun 14	Dr. Babasaheb Ambedkar Birth Anniversary
May	Wed 1	Maharashtra Din.

a)Students:

 Every year college executes the exercise of collecting the feedback from the students of all the programs, on teaching- learning process and curriculum. This valuable feedback helps the teachers to upgrade their techniques of teaching. Secondly, students convey their difficulties about syllabus, the availability of facilities and even the required essential facility to their teachers. This facilitates the college to understand the present and the demand of the future.

b) Alumni:

Many of the past students of the college are doing their best in the diversified sectors to achieve their goals. As an advantage of small village, the college enjoys many of its past students in the role of stakeholders of the college. These stakeholders share their views through various angles, on different aspects with us. This helps to bring about sustainable development of the institution.

Annexure III

Best Practice 1

1. Title of the Practice: Lek Ladaki Abhiyan

2. The context that required the initiation of the practice:
   The college is situated in hilly, remote and very backward region of Ratnagiri district. There was a need of creating awareness of higher education among the people especially among the women. The ratio of women is more than men in this district and there is a less influence of higher education girls.
   Hence, it was required for to intervene in this practice so that the practice 'Lek Ladki Abhiyan' be made more useful for girl students. Having this focus in mind the concept of 'Lek Ladki Abhiyan' has been introduced continuously since the academic year 2011-12.

3. Objectives of the practice:
   1. To motivate the girl students for higher education.
   2. To provide financial assistance to needy girl students.
   3. To help underprivileged girl students.
   4. To bring girl students and their mother together organizing 'May Lekincha Sneh Melava' (Get together of girl students and their mothers).
   5. To organize lectures on various topics for women.

4. The practice:

In this innovative practice the following was done:

One of the most important initiatives organized by the college is Lek Ladki Abhiyan'. Collected fund through Bhaubeej Nidhi caters to need of financially distressed girl students. The college organized Women's Gathering, lectures on 'Law for Women', personal hygiene, Hemoglobin Checking camp. Free bus passes given to needy girl students. More facilities have been made available at the ladies common room. Through the activity 'Vayat Yetana' efforts have been made to create awareness among high school girl students.

5. Obstacles faced if any and strategies adopted to overcome them:

The main obstacle in the way of running this practice was the women were not responding to the Abhiyan. We made successful dialogues with them and overcome the obstacle.

6. Impact of the practice:

This practice brought the drastic changes, the girl students motivated. There was a positive impact on their attendance and they started to spend more time in college campus. It helped much the girl students

7. Resources required:

This practice did not require any additional resources.

Best Practice 2

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.

2. Objectives of the practice:
   1. To create awareness of higher education among the students and parent.
   2. To motivate the students for higher education
   3. To increase the number of admissions.

3. 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.

4. 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.

5. Impact of the practice:

Maximum students admitted to the college.

6. Resources required:

This practice did not require any additional resources.