



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	SAHYADRI PARISAR SHIKSHAN PRASARAK MANDAL'S SHRI MANOHAR HARI KHAPANE COLLEGE OF ARTS AND COMMERCE, PACHAL AT, PO RAYPATAN TAL -RAJAPUR, DIST - RATNAGIRI, MAHARASHTRA
Name of the head of the Institution	Dr. Khandu Mahadu Kotwal
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02353223436
Mobile no.	9420741427
Registered Email	mhkcollegepachal@gmail.com
Alternate Email	mhkiqac@gmail.com
Address	At Po - Raypatan, Tal- Rajapur
City/Town	Dist Ratnagiri
State/UT	Maharashtra

Pincode	416704																		
<b>2. Institutional Status</b>																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	Mr. Sanjay Vasant Nimbalkar																		
Phone no/Alternate Phone no.	02353223436																		
Mobile no.	9420741427																		
Registered Email	mhkcollegepachal@gmail.com																		
Alternate Email	mhkiqac@gmail.com																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.khapnecollege.com/pdf/NAA C/AQAR-2017-18.pdf">http://www.khapnecollege.com/pdf/NAA C/AQAR-2017-18.pdf</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.khapnecollege.com/pdf/Academic-Calendar.pdf">http://www.khapnecollege.com/pdf/Academic-Calendar.pdf</a>																		
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.05</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.05	2016	05-Nov-2016	04-Nov-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	B	2.05	2016	05-Nov-2016	04-Nov-2022														
<b>6. Date of Establishment of IQAC</b>	05-Aug-2005																		
<b>7. Internal Quality Assurance System</b>																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries																

IQAC		
Revised syllabus Workshop (T.Y.B.A Marathi Paper No. VI, VIII)	17-Jul-2018 01	42
<a href="#">View File</a>		

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

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

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

IQAC motivated teachers for research IQAC motivated students for participation in Avishkaar Research Competition

[View File](#)

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

Plan of Action	Achievements/Outcomes
To organize workshop, seminar, conference	One Workshop
To motivate research work	Two Minor research projects completed

To motivate for publication	Seven papers published				
<a href="#">View File</a>					
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> <tr> <td>Governing Body of the College</td> <td>29-Nov-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body of the College	29-Nov-2019
Name of Statutory Body	Meeting Date				
Governing Body of the College	29-Nov-2019				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2019				
Date of Submission	03-Jan-2019				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System of the Institution Management Information Systems is operative in the college. The MIS pervades the following areas of institutional activities: 1. Upgradation of the college website with special importance to MIS. 2. Communication of important information to general public through website and conventional notices. Governing body is the apex body in the Sahyadri Parisar Shikshan Prasarak Mandal. The institution is managed by the Sahyadri Parisar Shikshan Prasarak Mandal, Pachal. The administration of the institution is the responsibility of the Principal who is directly accountable to the Management. The Local Managing Committee controls finance and approves the schemes of developments. The major decisions taken in the last five years include introduction of new programmes, purchase of land, infrastructural developments as per requirements, introduction of an academic audit. It also suggests various measures for improvement of quality in teaching and administration etc. The Principal has</p>				

to lay down the policies and programmes of the Governing Body. The L.M.C. has been framed as per Maharashtra University Act, 1994, consisting of Chairman and his two nominees of the Governing body, three members as experts from the various fields, three representatives of the faculty and one representative of the staff. Principal acts as a secretary of this committee. It looks after introduction of new courses, budget of the institution, appointment of the employees, reservation policy and overall educational activities of the institution. The meetings of L.M.C. are held at least twice in a year.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

1. At the beginning of each academic year, college prepares its proposed academic calendar, which is uploaded in the college website. The 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 teaching days, dates of Internal Examinations, Curricular, Co-curricular and Extension activities 2. Orientation programme is organized every year for first year students to make them aware of the mechanism for curriculum delivery and its implementation 3. Committee of the college prepares the plan of day today work and circulates it to different departments. Day today is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. The classes of Arts and Commerce faculties are held in the morning session. 4. The 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 academic session by the department 5. 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 used power-point projections during the lectures to demonstrate topics. 7. Class tests and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 8. Tutorial classes are held in some departments within class routine hours.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

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

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

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

**1.3 – Curriculum Enrichment**

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

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

1.3.2 – Field Projects / Internships under taken during the year

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

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The College collects the feedback from the students about teaching, learning, Library Science, sports, cultural and other. College take feedback for improvement. IQAC worked as a quality consistence and quality enhancement measure. College collects the feedback physically from stakeholders viz. Students. The college conducts annual Alumni Meet, in which suggestions and feedback is received from Alumni students. The provided feedback data is presented to the College Staff meeting for necessary implementation in curriculum. Feedback collected and analysed: The data is analysed and their suggestions are considered and placed before the College Staff Meeting for discussion and for possible incorporation in the teaching learning and college other activities. Syllabus Review is given by the concerned subject faculty at</p>

the end of semester with regard to implementation of syllabus, mode of presentation, lecture material, suggested books, and updated information. Action Taken on Feedback from the stake holders: After collecting and assessing the feedback, necessary efforts have been made. The college makes efforts to integrate socially relevant issues and programmes with the help of the different committee functioning in the college like Women Development Cell, Career Guidance Cell, NSS, AntiRagging Cell, SC/ST/NT/OBC Scholarship/ B. C. Book bank, Cultural Committee, Library Advisory Committee etc.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Three	120	51	51
BCom	One	120	58	58
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	283	Nil	12	Nil	12

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	12	3	1	Nil	4
No file uploaded.					
No file uploaded.					

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

Mentoring Activities: 1. Each class has a classadvisor. 2. College conducted induction program for 1st year students on the following topics Career Opportunities Health Stress Management

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
23	12	1:2

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

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

12	12	Nil	Nil	3
----	----	-----	-----	---

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

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

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	3A00146	VI	29/04/2019	18/06/2019
BCom	2C00146	VI	18/04/2019	01/06/2019
<a href="#">View File</a>				

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

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

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

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates examination dates extra cocurricular activities, semester based and annual based examinations. Before the commencement of every semester respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this the Routine subcommittee of the Teachers' Committee prepares a detailed timetable and academic calendar for the entire semester. Finally this is distributed to the departmental teachers and the students and also made available on college Website. The effectiveness of

the process is maintained through effective monitoring by the Principal. The Principal sees to it that all departments follows academic calendar. The college has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities.

## 2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
3A00145	BA	Marathi	11	9	81.82
3A00145	BA	Hindi	6	4	66.67
3A00145	BA	History	7	4	57.14
2C00145	BCom	Accountancy	64	55	85.93

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<http://www.khapnecollege.com/pdf/SSS-Report/Student-Satisfaction-Survey-Report.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	Affiliating University	0.35	0.14
Minor Projects	365	Affiliating University	0.3	0.12

[View File](#)

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Revised Syllabus of T. Y. B. A. Marathi Paper no. VI Sahitya aani Samaj and , VIII Adhunik Marathi Sahitya	Department of Marathi	17/07/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NSS	NSS Unit	Affiliating University	15/08/2018	District Level
NSS	Best NSS Programme Officer	Affiliating University	15/08/2018	District Level
DLLE	Certificate of Appreciation	Affiliating University	30/04/2019	University level
NSS	Student	Government of State Award	26/01/2019	State level
NSS	Student	Savitribai Phule University Pune	10/09/2018	University level
NSS	Student	University	18/01/2019	State level
NSS	Student	Rashtrasant Tukadoji Maraj University Nagpur	04/12/2018	State level
<a href="#">View File</a>				

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

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

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Marathi	1	6
International	Commerce	1	6
International	Library	2	6
International	History	1	6
International	History	1	6
International	Hindi	1	6
<a href="#">View File</a>			

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

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	1	1	2
Presented papers	6	1	Nill	Nill
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Awareness	Anulom Sanstha, Lanja Dist Ratnagiri Maharashtra	2	128
No file uploaded.			

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

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

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
DLLE	University of Mumbai	UDAAN	2	11
N S S	University of Mumbai	AIDS Awareness	2	128
N S S	University of Mumbai	Gender Issues	2	77
N S S	University of Mumbai	Swaccha Bharat	2	87
N S S	University of Mumbai	Road Safety	2	27
N S S	State Government	Voter Awareness	2	60
<a href="#">View File</a>				

### 3.5 – Collaborations

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

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

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

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

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

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

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

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

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Libreria	Partially	2.0.3715.28	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	4766	289233	98	15406	4864
Reference Books	2252	357125	139	33389	2391	390514
<a href="#">View File</a>						

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

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

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	6	1	2	0	0	4	0	100	0
Added	4	0	0	0	0	0	0	0	0
Total	10	1	2	0	0	4	0	100	0

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

100 MBPS/ GBPS
----------------

4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
266500	70063	55000	44736

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

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 to discuss 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 books, library provides one more book to him or if a student got last year best reader award or current year gold card (on the base of last year three merit students from each class) or belongs in B. C. Book Bank Scheme, he/she can issue one more book from library. One book is issued for 8 days and renew 2 times. If the book returns late by students, per day Rs. 01/ is charged. Best Practices: • Best Reader Award • Gold Card Scheme • Book Exhibition • Celebration of Dr. S. R. Ranganathan birth Anniversary • Celebration of 'Vachan Prerana Din' on Dr. A. P. J. Abdul Kalam Birth Anniversary • Essay Competition • B. C. Book Bank Scheme • Library Orientation Programme for new admitted students • Display of Newspaper Cutting Reading Room Facility: Library have reading room facility. Opening and Closing: Library opens at 8.30 A.M. and close at 4.30 P.M. on all working days. Cleaning: Library and reading room is cleaned every day. Naphthalene Balls (Dambar Godi) is kept on each self of books. Maintenance: Library's all materials / equipments maintains properly, when it requires repairing is made. Damaged books also make binding in every year. Book Verification: In the month of May, Book Verification is done. Physically checked all books at the time of book verification. 2. Computer Lab: College have Computer lab with good internet facility for students and staff. All computers are updated by Antivirus software. If some time computer do not work properly or internet problem occurs, that time technical person is called and repaired the problem. 3. Class Rooms: At the beginning of the academic year, general meeting is called by Principal to check all class room's fans, bulbs, blackboards Desks and benches and decides if some maintenance / repairing required, it is done properly. 4. Sport Activities: At the starting of the Academic year, Coordinator of Sport department calls meeting of sport department committee and discusses on sport activities that will take in whole year. As per University time table, sport department take initiatives and encourage to students to participate in sport games in district, zonal, and university level. College provides playground, sport kits and materials to students.

<http://www.khapnecollege.com/maintenance.html>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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

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

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Competitive Examination	18	2	2	2
<b>No file uploaded.</b>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
<b>No Data Entered/Not Applicable !!!</b>		

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<b>No file uploaded.</b>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	8	B.Com.	Accountancy	Abasaheb Marathe College and IDOL, University of Mumbai	M.Com.
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
-------	---

Any Other	2
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

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

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? Curriculum Development : Participation in Workshop by Faculty Members for revised syllabus. Certificate courses are conducted by various department.
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 SGPA. Unsuccessful students are offered another chance by conducting additional examination.
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 central library is done with the help of software LIBRARYA. The bar coding system is used for all the books. OPAC software is used for searching the books.
Human Resource Management	Workflow is decided at the beginning of academic year by forming various committees for the smooth functioning of the curricular and curricular activities.
Admission of Students	Students are enrolled as per the University guidelines and assistance is provided for the process of online registration. The Admission committee and the all staff members organize door visit for the counselling of parents. The purpose of the visit is to inform the parents and their wards about MHK

College ethics and to create among them awareness of higher education.

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

E-governance area	Details
Student Admission and Support	Students are enrolled as per the University guidelines and assistance is provided for the process of online registration. The Admission committee and the all staff members organize door visit for the counselling of parents. The purpose of the visit is to inform the parents and their wards about MHK College ethics and to create among them awareness of higher education.
Examination	Workshop on Online paper cheeking. Online Question paper down loading.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Bridge Course in Research	1	07/05/2018	13/05/2018	7
Bridge Course in Research	1	07/05/2018	12/05/2018	6
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<b>No Data Entered/Not Applicable !!!</b>		

#### 6.4 – Financial Management and Resource Mobilization

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

<b>Yes. Continuously every year through local C.A.</b>
--

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>Vinayakk Savalaram Haralkar</b>	<b>3000</b>	<b>Free bus pass for girl students</b>
<b>No file uploaded.</b>		

6.4.3 – Total corpus fund generated

<b>No Data Entered/Not Applicable !!!</b>
---

#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
<b>Academic</b>	<b>No</b>	<b>Null</b>	<b>No</b>	<b>Null</b>
<b>Administrative</b>	<b>No</b>	<b>Null</b>	<b>No</b>	<b>Null</b>

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

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

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

<b>No Data Entered/Not Applicable !!!</b>
---

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

<b>No Data Entered/Not Applicable !!!</b>
---

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
------	------------------------------------	-------------------------	---------------	-------------	------------------------

No Data Entered/Not Applicable !!!

No file uploaded.

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitization Programme	16/01/2019	16/01/2019	84	56

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

Percentage of power requirement of the University met by the renewable energy sources

Planting of trees Installation of ample number of Power Saving LED lights in the Campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	22/12/2018	1	Blood Donation and HB checking CampH	Public Health	150
2018	1	1	02/10/2018	1	Swaccht Abhiyaan	Clean Environment	50
2018	1	1	01/12/2018	1	World AIDS Day	Public Health	112
2018	1	1	27/09/2018	1	Rally on Road Safety	Safety Awareness	44

No file uploaded.

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

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

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Rajarshi Chhatrapati Shahu Maharaj Jayanti	20/06/2019	20/06/2019	119
Celebration of Independence Day	15/08/2019	15/08/2019	141
Celebration of Republic Day	26/01/2019	26/01/2019	125
World AIDS Prevention Day	01/12/2018	01/12/2018	127
Shobha Yatra	12/01/2019	12/01/2019	185
No file uploaded.			

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

- Installation of ample number of Power Saving LED lights in Campus
- Planting of plants trees (both perennial seasonal) inside the campus

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**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, and thereafter 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 and routes were fixed. Making direct communication with the students and parents, and understanding their problems and 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.

**BEST PRACTICE 2**

1. Title of the Practice: Best Reader: 2. The context that required the initiation of the practice: The college is situated in hilly, remote and very backward region of Ratnagiri district. In the beginning of the academic year it was observed that students were not making use of reading room and not accessing the books from the library except study books. They were also not reading the magazines and periodicals. Hence, it was required the initiation of the practice. This practice has been continuously implemented every year.

3. Objectives: • To inculcate reading culture among the students. • To provide a learning environment that encourages intellectual exploration and active learning. • To serve as an information centre for students. • To provide resources and activities that support college curriculum and represent a diverse range of

experiences and perspectives. • To provide books that teaches to students ethically living and understanding a variety of information, sources, and technologies. 4. The Practice: In this innovative practice the following was done: In the beginning of the academic year introductory lecture was organized on the library. The students were motivated to access the reference, text, fiction, drama, historical and miscellaneous books and magazines from the library. Library Committee made the list of the students who accessed maximum books from the library. Those students were called for interview. After evaluation the Best Reader was declared. 5. Obstacles faced if any and strategies adopted to overcome them: The main obstacle in the way of running this practice initially, all students was not participated in this practice. Some students were issued only study books, not other reading books. We always made contact to students for the use of books and overcome the obstacle. 6. Impact of the practice: This practice brought drastic changes in the use of library books by the students. Through this practice positive impact on students was observed. Circulation of books and use of reading room were increased. 7. Resource required: This practice did not require any additional resources.

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

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

### 7.3 – Institutional Distinctiveness

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

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 grantinaid basis (Arts faculty) the problem of buildings and other infrastructure was not so easy. In developing the infrastructure, especially the required land of 15.5 acres, Shri Manohar Hari Khapane contributed a lions share. The Sahyadri Parisar Shikshan Prasarak Mandal, Pachal started Shri Manohar Hari Khapane College of Arts Commerce at village Raypatan, Taluka Rajapur, Dist - Ratnagiri in June 1994 for the benefits of the students aspiring to undergo higher education in the villages encompassing the area of eastern part of Rajapur and Lanja talukas in Ratnagiri district and the adjoining area of Vaibhavwadi taluka in Sindhudurg district along with Shahuwadi taluka in Kolhapur district. Shri Mahohar Hari Khapane College of Arts and Commerce, Pachal selected as Best NSS Unit among the University of Mumbai. Prof. Vikas Shankar patil was selected as a 'Best programme Officer' by University of Mumbai. Dr. Ashok Dnyandeo Patil got Certificate of Appreciation by Department of Lifelong Learning and Extention, University of Mumbai. Miss. Pradnya Shashikant Manjare and Yogesh Sanjay Manjare students of the college were participated in State Republic Day Parade. Every year health check up camp is organized for students in collaboration with Rural Hospital Raypatan and doctors of various specializations were invited for consultation. The college enthusiastically provides student oriented schemes for their upliftment and empowerment. "Free Bus Pass Scheme" was started for economically weak girl

students. Reading festivals and book exhibitions are arranged under the initiative of the library. In the year 201819 under the Gold Card Scheme the facility of extra book has been given to students by Library. The College Library has done MoU with the Government Library Ratnagiri to improve the reading habits among staff, Students, strengthen the library collection and make available books to the stakeholders.

Provide the weblink of the institution

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

### **8.Future Plans of Actions for Next Academic Year**

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