# Yearly Status Report - 2019-2020

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **SHRI SARASWATI VIDYA PRASARAK MANDAL'S SMT.PADAMBAI KAPURCHANDJI KOTECHA MAHILA MAHAVIDYALAYA** |
| Name of the head of the Institution | **Mangala Alahad Sabadra** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **02582222925** |
| Mobile no. | **9422949494** |
| Registered Email | **pkkotechamvb@yahoo.com** |
| Alternate Email | **mangala.sabadra@gmail.com** |
| Address | **Shanti Nagar, Bhusawal** |
| City/Town | **Bhusawal** |
| State/UT | **Maharashtra** |
| Pincode | **425201** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Women** |
| Location | **Semi-urban** |
| Financial Status | **Self financed and grant-in-aid** |
| Name of the IQAC co-ordinator/Director | **Dr.J.V.Dhanvij** |
| Phone no/Alternate Phone no. | **02582295001** |
| Mobile no. | **9420109798** |
| Registered Email | **iqacpkk@gmail.com** |
| Alternate Email | **janardhanvij@rediffmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | http://www.pkkotecha.org/iqac/AQAR2018-19.pdf |

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.pkkotecha.org/Academic_Calender.htm |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **2** | **B** | **2.73** | **2013** | **05-Jan-2013** | **04-Jan-2018** |
| **3** | **B+** | **2.53** | **2019** | **08-Feb-2019** | **07-Feb-2024** |

| | |
|---|---|
| **6. Date of Establishment of IQAC** | **16-Dec-2007** |

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |

| | | |
|---|---|---|
| National level Webinar on Indian English Literature. | 24-May-2020<br>01 | 223 |
| National level Webinar on Learning Management System. | 09-May-2020<br>01 | 121 |
| International level Webinar on Hindi Sahitya Me Vividh Vimarsh | 02-May-2020<br>01 | 220 |
| Institute level Webinar on E-Content Development. | 21-Apr-2020<br>01 | 30 |
| National Conference on Empowerment of Women through Physical Education and Sports and Health. | 07-Mar-2020<br>01 | 41 |
| Training Programme for teaching and non-teaching staff on Better Communication with Sub-conscious Mind. | 22-Feb-2020<br>02 | 63 |
| University Level Workshop on | 06-Oct-2019<br>01 | 60 |
| [View File](#) | | |

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

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Nil | Nil | Nil | 2020<br>0 | 0 |
| [View File](#) | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | [View File](#) |
| **10. Number of IQAC meetings held during the year :** | **4** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | [View File](#) |
| **11. Whether IQAC received funding from any of** | **No** |

| the funding agency to support its activities during the year? | |
|---|---|

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

- Implemented Cloud based ERP –Centralized Campus Management System (CCMS) in college. • Started Nursery Certificate Course and Phenyl Consultancy Project. • Received CSR fund from ISC Project Private Limited.

[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 | Achivements/Outcomes |
|---|---|
| Organization of Seminars/ Conferences / Workshops by various departments. | • Department of Physical Education Sports and Mathematics jointly organized One day National Conference sponsored by KBCNMU, Jalgaon on "Empowerment of Women through Physical Education and Sports and Health" on 7th March 2020. • Department of Commerce organized One day University Level Workshop on "Goods and Service Tax" for Commerce and Management students on 6 Oct.2019. |
| Organization of Training programme for teaching and non-teaching staff. | IQAC arranged Two day Training Programme conducted on Better Communication with Sub-conscious Mind for teaching and non-teaching staff on 22 and 23 Feb. 2020. |
| Strengthen the activities of Competitive Examination and Placement Cell. | Conducted lectures of eminent personalities and organized practice test for preparation of Competitive Exam. Campus interview was arranged for final year students and six students were selected. Competitive Examination Department purchased 37 latest reference books and it avail to students in library. |
| Implementation of Nursery Certificate Course and Phenyl Consultancy Project. | Nursery Certificate Course and Phenyl Consultancy Project have been started by Botany and Chemistry department respectively in the month of September 2019. |
| NSS Conducts collaborative extension activities with GOs and NGOs. | Programmes such as Pulse Polio Abhiyan in collaboration with Municipal Hospital Bhusawal, Road Safety Abhiyan in collaboration with Traffic Police Department, Bhusawal and Awareness Rallies in collaboration with Red Ribbon Club were organized by NSS |

|  | department. |
| --- | --- |
| [View File]({:target="_blank"}) | |

| **14. Whether AQAR was placed before statutory body ?** | **Yes** |
| --- | --- |

| Name of Statutory Body | Meeting Date |
| --- | --- |
| **College Development Committee** | **07-Jun-2020** |

| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **No** |
| --- | --- |

| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| --- | --- |

| Year of Submission | **2020** |
| --- | --- |

| Date of Submission | **29-Jan-2020** |
| --- | --- |

| **17. Does the Institution have Management Information System ?** | **Yes** |
| --- | --- |

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **ONLINE STUDENT REGISTRATION, ADMISSION, ONLINE FEES COLLECTION AND OTHER CCMS ERP / MIS MODULES: Students fill their own form online. Student can pay fees online avoiding Queues at College. Payment is directly transferred to College Bank account. College students – all have 24 x 7 access to minimizes the need of IT infrastructure. CCMS ERP supports all the latest technologies – Cloud, Mobile App, online payment, SMS Emails alerts, RFID, Biometric. CCMS offers easy integration and virtually unlimited scalability. Since Application data is on cloud and it is 100 secured. Data export to Excel and PDF form so we can take print any time. No need to have expensive licenses Minimum IT infrastructure is required. List of modules currently operational • On Line Student Registration with Online Payment. • Merit List Generation. • Student Admission Online / On Counter. • Fees Collection Online / On Counter. • Student Information System Reports. • Student CertificationTC/LC/Bonafide /Character/NOC/Passing etc. • Student ICard with Barcode. • MIS Reports according to Caste, Category, Gender,** |
| --- | --- |

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

Being affiliated to theKavayitriBahinabai Chaudhari North Maharashtra University, Jalgaon, the college follows curricula given by the University.The institution ensures effective curriculum delivery through action plan for effective implementation of the curriculum. Institution monitors the implementation of action plan and curriculum by conducting faculty meetings. Academic Calendar is prepared in the beginning of every academic year. Consolidated time table of the college is prepared. Heads of the Departments conduct departmental meetings and distribution of work load is allotted to the faculty. The faculty prepare Semester wise teaching plan and follow teaching schedule as per the time table. Students' attendance is cognized by every subject teacher and motivates students to attend classes. Day to day teaching-learning activities registered in teachers' diary. Teachers organize classroomseminars, symposia, group discussions. All the teachers use varied teaching methodology to make learning process more effective. The subject teachers arrange regular study tours, field visits, survey, practical sessions for enhancing their fundamental concepts and knowledge of the respective subjects. Teachers use power point presentations, animations, video clips,etc for effective teaching-learning. Progress reports about completion of curriculum are submitted through Head of the departments at the end of every semester. Institution motivates teachers to participate in curriculum design workshops, faculty development programs, refresher and orientation courses, seminars, conferences, webinars, etc. Well equipped laboratories are available in college. Fortnightly, Posters are displayed by students. Students Workshops are conducted on functioning of Parliament, Election Process, Workshop on acting etc. Lectures of experts are organized by departments. "Short films shows" are arranged on various topics. The IQAC monitors the feedback of the students regarding curriculum delivery which helps in incorporating remedial measures.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
| --- | --- | --- | --- | --- | --- |
| Nursery Development | Nil | 09/09/2019 | 90 | Developing Self Nursery Project | Plant Nursery Management |

### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
| --- | --- | --- |
| Nill | Nil | Nill |
| [View File]() | | |

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 |
| --- | --- | --- |
| BA | English,Marathi,Hindi,Economics,Political Science,Psychology, | 15/06/2019 |
| BCom | Commerce & Management | 15/06/2019 |
| BSc | Chemistry,Computer Science,Mathematics,Biotechnology,Botany,Physics | 15/06/2019 |

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

|  | Certificate | Diploma Course |
| --- | --- | --- |
| Number of Students | 4 | Nil |

## 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 |
| --- | --- | --- |
| Basic Beauty Parlor | 21/06/2019 | 4 |
| View File | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
| --- | --- | --- |
| BA | English | 4 |
| BA | Marathi | 5 |
| BA | Political Science | 4 |
| BCom | Commerce & Management | 55 |
| BSc | Chemistry | 25 |
| BSc | Computer Science | 14 |
| BSc | Botany | 4 |
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
| --- | --- |
| Teachers | Yes |
| Employers | No |
| 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 |
| --- |
| From this year online feedback is collected from Students, Teachers, Alumni and Parents. Feedback forms comprises following relevant aspects respectively: Students-Curriculum design and employability, evaluation process,Modern teaching aids, overall personality development of the students etc. Teachers- |

Curriculum design and employability, Suggestion for improvement in curriculum design and development. Alumni-Present Occupation/Profession,Life Membership of Alumni Association,Hobbies, Participation in Extra-curricular activities, Contribution as a member of Alumni Association. Parents-Admission procedure, Facilities on the campus, Academic Discipline, Curriculum analysis and cognizance,Benefits of college activities, Career Oriented Courses. Feedback collected from stakeholders is analyzed and suggestions received are conveyed to the concerned authorities for further action and improvement.

## 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 | English, Marathi, Hindi, Economics, Political Science, Psychology | 240 | 41 | 41 |
| BCom | Commerce & Mgt. | 120 | 81 | 81 |
| BSc | Chemistry, Computer Science, Mathematics, Botany, Biotechnology, Physics | 120 | 54 | 54 |
| BCA | Computer Applications | 40 | 1 | 1 |
| MA | English | 60 | 32 | 32 |
| MA | Hindi | 60 | 10 | 10 |
| MCom | Commerce & Mgt. | 60 | 34 | 34 |
| MMS | Commerce & Mgt. | 40 | Nill | Nill |
| MSc | Organic Chemistry | 30 | 17 | 17 |
| MSc | Computer Science | 20 | 4 | 4 |
| View File | | | | |

### 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|

| 2019 | 530 | 156 | 20 | Nill | 6 |
| --- | --- | --- | --- | --- | --- |

## 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 | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 20 | 17 | 8 | 3 | Nill | 8 |

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Institution has Mentor-Mentee scheme to develop healthy relationship among the students and teachers. Teachers are assigned to all the students enrolled in the First year of Arts, Commerce and Science stream. During this year 20 teachers played their role as Mentors. Every year, teachers individually organize meetings with assigned students and explain thempurpose and objectives of the mentoring system. Initially mentor collect all the necessary information of the students such as contact number, email of the student, family income, category, etc. Mentor regularly observes overall performance of the students. Mentor discuss with parents during parent-teacher meetings and try to identify the problems faced by students and related issues. Mentor also invites the suggestions from students for overall improvements at the institution level.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 686 | 20 | 34:1 |

## 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 |
| --- | --- | --- | --- | --- |
| 35 | 20 | 15 | Nill | 11 |

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 |
| --- | --- | --- | --- |
| 2019 | 00 | Nill | 00 |

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## 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 | NA | 2019-20 | 10/11/2020 | 23/11/2020 |
| BCom | NA | 2019-20 | 26/10/2020 | 12/11/2020 |
| BSc | NA | 2019-20 | 10/11/2020 | 17/11/2020 |

| BCA | NA | 2019-20 | 19/10/2020 | 12/11/2020 |
| MA | NA | 2019-20 | 09/11/2020 | 27/11/2020 |
| MCom | NA | 2019-20 | 19/10/2020 | 26/10/2020 |
| MSc | NA | 2019-20 | 29/10/2020 | 25/11/2020 |

[View File](#)

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

Institution is affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. Institute follows evaluation structure as per the guidelines ofUniversity. It has limited scope for modification in evaluation structure. The major evaluation reforms of the KBC North Maharashtra University, Jalgaon is that the institution has to adoptCBCS pattern for first year from 2018-19.This reform consists 60 -40 pattern for evaluation. 60 marks are allotted for University Assessment and 40 marks for College Assessment. Institute adopted continuous internal evaluation process in which studentshave to give written test, seminars, oral, tutorial, and attendance etc. The college undertakes evaluation of theory papers as per the directions of University. For continuous internal evaluation,institute organise group discussion, home assignments, brain storming question-answer session,aptitude test (Mathematics Department) are conducted by the college. For smooth functioning and transparency, centralised internal examination committee hasbeen formed by college. Before every semester examination, Principal conducts a meeting with examination committee.HODs effectively implement the plans of allexaminations related activities to maintain transparency in results of internal exam. Results are declared within one month. In case of grievance if any,subject teachers resolve it. Retest is also conducted for those students who remain absent in internal exam due to their participation in NSS, NCC, Sports, Medical problem etc.College has implemented central assessment programme (CAP) for first year courses. Institute appointed CAP director and assistant CAP director for smooth function of exam.

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

Every year Academic Calendar is prepared and that involves various activities to be conducted in the academic year. Every department of the college also prepares perspective plan that covers curricular, co-curricular and extracurricular activities of the department. Academic Calendar includes dates of admission, schedule of semester exams,internal and external tests, theory and practical exam etc. It comprises public holidays,summer winter vacations, days of celebration etc. It is incorporated in student diary, prospectus and displayed on website. The institute conducts activities according to academic calendar. The teachers prepare semester wise Teaching Plan for every course.They complete the course in scheduled time period and submit semester wise Progress Report. Exam committee prepare time table of internal theory and practical exams according to the schedule mentioned in the academic calendar.

## 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.pkkotecha.org/POs_PSOs_COs.pdf](http://www.pkkotecha.org/POs_PSOs_COs.pdf)

### 2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the | Number of students passed in final year | Pass Percentage |
|---|---|---|---|---|---|

| | | | final year examination | examination | |
|---|---|---|---|---|---|
| NA | MSc | Organic Chemistry | 17 | 14 | 82.35 |
| NA | MSc | Computer Science | 4 | 4 | 100 |
| NA | MCom | Commerce and Mgt | 34 | 26 | 76.47 |
| NA | MA | Hindi | 6 | 3 | 50 |
| NA | MA | English | 19 | 14 | 73.68 |
| NA | BCA | Computer Applications | 1 | 1 | 100 |
| NA | BSc | Chemistry, Computer Science, Mathematics, Botany, Biot echnology, Physics | 54 | 53 | 98.14 |
| NA | BCom | Commerce and Mgt | 82 | 78 | 95.12 |
| NA | BA | English, Marathi, Hindi ,Economics, Political Science | 38 | 32 | 84.21 |
| | | 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.pkkotecha.org/SSS_details2019-20.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 |
|---|---|---|---|---|
| Nill | 0 | NIL | 0 | 0 |
| | | 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 |
|---|---|---|
| Nil | Nil | |

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 |
|---|---|---|---|---|
| **Nil** | **Nil** | **Nil** | **Nill** | **Nil** |

View File

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|
| **Nil** | **Nil** | **Nil** | **Nil** | **Nil** | **Nill** |

View File

**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 |
|---|---|
| **Nil** | **Nill** |

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** | **Chemistry** | **1** | **5.60** |
| **International** | **Physics** | **1** | **5.60** |
| **International** | **Chemistry** | **1** | **0** |

View File

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

| Department | Number of Publication |
|---|---|
| **Physics** | **1** |
| **Chemistry** | **1** |

View File

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| **Nil** | **Nil** | **Nil** | **Nill** | **0** | **Nil** | **Nill** |

View File

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 |
|---|---|---|---|---|---|---|

| Nil | Nil | Nil | Nill | Nill | Nill | Nil |
| --- | --- | --- | --- | --- | --- | --- |

View File

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

| Number of Faculty | International | National | State | Local |
| --- | --- | --- | --- | --- |
| Attended/Seminars/Workshops | 4 | 16 | Nill | 20 |
| Presented papers | 2 | 10 | Nill | Nill |

View File

## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
| --- | --- | --- | --- |
| Pulse Polio Abhiyan | NSS and Corporation Hospital ,Bhusawal | 3 | 21 |
| Tree Plantation at Zuga Devi Area,Bhusawal | NSS | 3 | 50 |
| Awareness rally on 73th Independent day | NSS and Rotary Club, Bhusawal | 3 | 47 |
| Winter special camp | NSS and Grampanchayat, Khadke,Dist: Jalgaon | 3 | 120 |
| Nirmalya Sankalan | Botany Dept. ,NSS and Student Welfare Unit | 3 | 11 |
| Yoga Day | NSS/Gayatri Shaktipith, Bhusawal | 27 | 50 |

View File

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
| --- | --- | --- | --- |
| Nil | Nil | Nil | Nill |

View File

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 activites | Number of students participated in such activites |
| --- | --- | --- | --- | --- |

| | | | | |
|---|---|---|---|---|
| Student Welfare | Dr.Annasaheb G.D.bendale Mahila Mahavidyalaya, Jalgaon | Dancing skill workshop | 2 | 4 |
| Student Welfare | KBCNMU, Jalgaon Samajkarya Mahavidyalaya, Chopda | Sahas Karyashala | 2 | 2 |
| Student Welfare | KBCNMU, Jalgaon Smt. P.K.Kotecha Mahila Mahavidyalaya, Bhusawal | Sangit Kaushalya workshop | 5 | 60 |
| Student Welfare | KBCNMU, Jalgaon M.J.College, Jalgaon | Vidyarthi Sahitya Sammelan | 2 | 3 |
| Student Welfare | KBCNMU, Jalgaon Bhusawl Arts ,Science and P.O.N.Commerce College, Bhusawal KBCNMU, Jalgaon Bhusawl Arts ,Science and P.O.N.Commerce College, Bhusawal | Marathi Natya and Bhavgeet Spardha | 2 | 3 |
| Yuvati Sabha | KBCNMU, Jalgaon Smt. P.K.Kotecha Mahila Mahavidyalaya, Bhusawal | Personality Development Workshop | 3 | 50 |
| Yuvati Sabha | KBCNMU, Jalgaon Smt. P.K.Kotecha Mahila Mahavidyalaya, Bhusawal | Swayamsiddha Abhiyan | 3 | 50 |
| Yuvati Sabha | D.N.College, Faizpur | Personality Development Workshop | 3 | 9 |
| Yuvati Sabha | Bhusawl Arts ,Science and P.O.N.Commerce College, Bhusawal | Personality Development Workshop | 3 | 10 |
| Yuvati Sabha | Dadasaheb | Personality | 3 | 10 |

| | D.N. Bhole College, Bhusawal | Development Workshop | | | |
| --- | --- | --- | --- | --- | --- |

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## 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 |
| --- | --- | --- | --- |
| Nil | 0 | 0 | 0 |

| View File |
| --- |

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 |
| --- | --- | --- | --- | --- | --- |
| Ph.D. work | Research | Indofil Industries Ltd.Kalpataru Square,4th Floor,Off-andheri-kurla-Road,Kondivita Road,Andheri(East) Mumbai-400025 Phone: 022-26962819/26567373 | 01/07/2019 | 01/07/2020 | 02 |
| Ph.D. work | Research | Jain Research and Development Laboratory , Jain agri Park,Jain irrigation Systems Ltd.Jain Hills Jalgaon-425001 Phone: 0257-2260011/22/33/44 | 01/07/2019 | 01/07/2020 | 01 |

| View File |
| --- |

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 |
| --- | --- | --- | --- |

| Rajshri Beauty Parlor,Bhusawal | 21/06/2019 | Development of skill oriented training programme as per designed curriculum | 6 |
|---|---|---|---|

| View File |
|---|

## 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 |
|---|---|
| 20 | 21.53 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |

| View File |
|---|

### 4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| LIB-MAN | Partially | VB.mysql | 2012 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 6543 | 615780 | 70 | 11080 | 6613 | 626860 |
| Reference Books | 856 | 479945 | Nill | Nill | 856 | 479945 |
| e-Books | 3135000 | 5900 | Nill | Nill | 3135000 | 5900 |
| Journals | 8 | 5974 | Nill | Nill | 8 | 5974 |
| e-Journals | 6000 | 5900 | Nill | Nill | 6000 | 5900 |
| Digital Database | 50 | Nill | Nill | Nill | 50 | Nill |
| CD & Video | 385 | Nill | Nill | Nill | 385 | Nill |
| Library | 1 | 45000 | Nill | Nill | 1 | 45000 |

| Automation | | | | | | |
|---|---|---|---|---|---|---|
| Weeding (hard & soft) | 187 | 3181 | Nill | Nill | 187 | 3181 |
| Others(specify) | 8647 | 163108 | 1 | 1395 | 8648 | 164503 |

View File

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| Bhagyashree Bhandari | LMS | Institutional | 09/09/2019 |

View File

## 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 | 83 | 5 | 2 | 1 | 0 | 1 | 13 | 50 | 1 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 83 | 5 | 2 | 1 | 0 | 1 | 13 | 50 | 1 |

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

| 50 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 |
|---|---|
| Computer and android mobile | http://www.pkkotecha.org/LecturesPDF.aspx |

## 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 incurredon maintenance of physical facilites |
|---|---|---|---|
| 13 | 11.39 | 12 | 10.47 |

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)

The College has a College Development Committee that deliberates each year on the various infrastructural and academic needs of the college and allocates budget, keeping in view the requirements of all the stakeholders. Laboratory:

The College has 08 laboratories,04 computer labs and 01 language laboratory.Optimum utilization of laboratory resources is ensured by the vice principal, department heads and laboratory assistants for the whole semester. Laboratory equipments are maintained by hired technicians as and when required. Library: Every year, the college constitutes a Library Advisory Committee consisting of the Vice-Principal as its Chairman, College Librarian as its Secretary and Senior Teachers as its Members from various departments. At the beginning of the every academic year, the Librarian presents Annual Library Budget of various departments based on student ratio for each subject in the meeting of the committee.This committee deliberates on the budgetary allocations, evaluates the previous year's library activities and proposes new services for the current year. Sports Complex: The College has Gymkhana Department. Every year, the college constitutes Sports Committee. This committee consists of the Physical Director and other teachers from various departments. Physical Director plan optimum utilization of sports facilities throughout the year. In addition to this, college has gymnasium.A lady trainer is appointed in the gymnasium who looks after the utilization and maintenance of the equipments in the gymnasium. Computers: Technician is appointed for maintenance of computer departments. Annual maintenance contract is also done for maintenance of computer and IT devices.There are voltage stabilizers to control voltage fluctuations in the computer department. Classrooms: For optimum utilization of classrooms, the Arts and Commerce faculties are run in the morning shift and Science faculty in the afternoon shift. The timetable for classroom teaching is prepared before the commencement of academic year where classroom wise schedule is clearly stated. The college has a power supply from the Electricity Board of Maharashtra State. In addition to this Solar Power Grid System (20KV)is installed in the campus to make the campus eco-friendly. Annual maintenance contract is done for electrical and power supply. The college also have bore well in the campus that provides sufficient and constant supply of water. Chemicals are stored as per the standards specified by the suppliers. Additional responsibility of maintenance of garden and overall greenery, carpentry and cleanliness of campus is assigned to some employees as per their skills. Pest controls are done for the maintenance of the books in the library and garden.

http://www.pkkotecha.org/

# CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

### 5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | Earn while Learn | 7 | 14280 |
| Financial Support from Other Sources |  |  |  |
| a) National | Financial support to economically weaker students and Earn while Learn | 21 | 94840 |
| b)International | 0 | Nill | 0 |
| View File |  |  |  |

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

| Name of the capability | Date of implemetation | Number of students | Agencies involved |
|---|---|---|---|

| enhancement scheme | | enrolled | |
|---|---|---|---|
| Yoga and Meditation | 01/02/2020 | 35 | Smt.P.K.KotechaMahilaMahavidyalaya,Bhusawal |
| Yoga Day Celebration | 21/06/2019 | 50 | GaiyitriShakthipith,Jamer road ,Bhusawal |
| Certificate Course in Sanskrit Language | 09/08/2019 | 6 | National Sanskrit Institute 56-57,Insitutional area, D block, Janakpuri, New Delhi-110058 |
| Self defense- Karate Training | 09/09/2019 | 70 | Smt.P.K.KotechaMahilaMahavidyalaya,Bhusawal |
| NET/SET Coaching | 07/08/2019 | 17 | Smt.P.K.KotechaMahilaMahavidyalaya,Bhusawal |
| Language lab | 01/07/2019 | 14 | Smt.P.K.KotechaMahilaMahavidyalaya,Bhusawal |
| Goods and Service Tax (GST) | 01/12/2019 | 6 | KBC North Maharashtra University,Jalgaon |
| [View File](#) | | | |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2019 | Competitive Examinations | 104 | Nill | Nill | Nill |
| 2019 | Career Counseling | Nill | 51 | Nill | Nill |
| [View File](#) | | | | | |

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
|---|---|---|---|---|---|
| Little Flower Fun School, Bhusawal | 12 | 6 | Nill | Nill | Nill |

| View File |
|---|

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

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| 2019 | 1 | BSc | Computer Science | P.O.Nahata College,Bhusawal | MSc |
| 2019 | 4 | BSc | Computer Science | IMR,Jalgaon | MCA |
| 2019 | 3 | BSc | Computer Science | KBCNMU,Jalgaon | MSc |
| 2019 | 3 | BSc | Chemistry | P.O.Nahata College,Bhusawal | MSc |
| 2019 | 1 | BSc | Chemistry | KBCNMU,Jalgaon | MSc |
| 2019 | 3 | BSc | Chemistry | Smt.P.K.KotechaMahilaCollege,Bhusawal | MSc |
| 2019 | 5 | BSc | Maths | P.O.Nahata College,Bhusawal | MSc |
| 2019 | 2 | BSc | Maths | KBCNMU,Jalgaon | MSc |
| 2019 | 1 | BSc | Maths | Biyani College of Education, Bhusawal | BEd |
| 2019 | 4 | BSc | Physics | KBCNMU,Jalgaon | MSc |

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

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

| View File |
|---|

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

| Activity | Level | Number of Participants |
|---|---|---|

| | | |
|---|---|---|
| Karate Coaching | Institution | 70 |
| Annual Sports Meet | Institution | 94 |
| Annual gathering | Institution | 240 |
| Shardotsav | Institution | 42 |
| Celebration of Bahinabai Chaudhari birth anniversary by conducting various cultural activities | Institution | 35 |
| Celebration of Marathi Language Fortnight(Poem Reading, Essay writing and Poster presentation) | Institution | 43 |
| Celebration of Hindi week(Story and Poem Reading, Essay writing and Poster presentation) | Institution | 120 |
| [View File](#) | | |

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2019 | NIL | National | Nill | Nill | Nill | Nill |
| 2020 | NIL | Nill | Nill | Nill | Nill | Nill |
| [View File](#) | | | | | | |

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

The institute has Student Council constituted under Maharashtra University Act 2017 and rules and regulations of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. The student council comprises of Rank holder students of each class as a class representative, NSS representative, Sports representative, Gathering secretary and Magazine (Padam) secretary. These representatives elect the secretary of student council, who represents college as University representative at University Student Council. The student representatives are nominated by the Principal on following committees such as IQAC, Internal Complaints Committee, Ceremony Committee, Commerce Association, Science Association and Avishkar, Yuvati Sabha, Yuvarang (Youth festival), Annual Gathering etc. It helps for successful implementation of various activities conducted by respective committees. It has a creative and vital representation in various committees related to academics and administration. They are enthusiastically involved in all the activities of the institution. Such presence and participation of student council members provides a significant platform in realizing the mission and vision of the institution. Student council is dedicated to enrichthe campus by providing quality programming to students. Student council is acting as a link connecting both classroom and society. It has been an integral part of the regular academic and administrative decisions. The leadership skills of the students are utilized and developed. Student council organizes activities throughout the year including social functions like Shardotsav, Traditional Day/Saree Day, Annual

Gathering, Sports Meets and take special efforts to encourage the students to participate in events like University Youth Festival" Yuvarang", Avishkar and also help for organization of Conferences, Seminars, Workshops, Medical Checkup Camp etc. Through the council, students learn about event management, social responsibility and interpersonal skills.This is how the student council member's role is very categorical in the march of the institution towards academic and administrative excellency.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has registered the alumni association in the name of Kotechians Alumni Association, Bhusawal. It has been duly registered under the Societies Registration Act, 1860 (XXI of 1860) on dated 3 Sept.2018.Newly Registered Alumni Association is formed with seven executive committee members and ordinary membership for respective academic year. The executive committee members are elected for three years (2018-19 To 2020-21). The election of executive committee will be held after every three years at general meeting. Members of the association conduct various activities for present students. They conduct Lectures participate in Annual Gathering and Sports Tournaments. Annual meet of the alumni is organized once a year. The Alumni of the college are linked with one another through social media like whatsapp group and Facebook page. A webpage of the Association is created and uploaded the same on college website so that relevant information pertaining to the affairs of the Association can be made available for the benefit of all the members.

5.4.2 – No. of enrolled Alumni:

| 28 |
| --- |

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

| 2100 |
| --- |

5.4.4 – Meetings/activities organized by Alumni Association :

• Two meetings of office bearer. • Alumni meet on 26/12/2019. • A lecture delivered by Ms. Mayuri Patil on Career Opportunities after graduation. • Ms.Ashvini Bhangale shared her experience on My College Life. • A special guidance session by Ms.Komal Patil on Electrophoresis for Third year Biotechnology Students. • Ms.Kirti Sonawane guides the students on How to prepare for competitive examination.

# 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)

Two practices of decentralization-Our institution participates in organizational structures specific to hierarchical management models. It configures power distribution, authority, communication and decision making. Employees are given the freedom and responsibility. They are accompanied by required tools. Principal is the administrative and academic Head, followed by Vice-Principals and Department Heads. Regarding administration, Principal is followed by the office Superintendent. The institution strictly adheres to the rules and regulation by Govt. of Maharashtra, KBC, North Maharashtra University and UGC regarding academic and administrative practices of decentralization and participative management. Two practices of decentralization and participative management during the year 2019-20 are stated below- a. Preparation of AQAR:

During the preparation of AQAR 2018-19 the Coordinator in consultation with the Head of Institution i.e. Principal formed seven committees in lieu with the seven criteria. The chairman of each committee along with their members discussed and prepared the responses to the related questions. The members collected documentary proofs and evidences. Each of the chairmen then submitted the data with the co-ordinator. The coordinator compiled AQAR of 2018-19. It was then put for the observation of Management. After the approval from Management, incorporating their suggestions, the draft of AQAR was sent to NAAC Office Banglore. b. Annual Social Gathering 2018-19. The Principal being Head decide schedule of Annual social Gathering in consultation with Management. Vice Principal in consultation with Principal form Gathering Committees. The Chairman of the committee allots responsibilities to its members. The members include teaching, non-teaching and student representatives. Teachers and Students representatives motivate rest of the students to participate in the activities and events scheduled in Annual Social Gathering.

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

**Partial**

## 6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
| --- | --- |
| Admission of Students | : Every year the college constitutes admission committee for transparent admission process.All the rules and regulations of the Maharashtra Government, University and UGC regarding reservation policies are followed. Admission to the UG and M.A. and M.Com programmes are given on First come first serve basis. For the PG programme in the faculty of Science CentralizedAdmission Process of the University is followed. During admission the faculty and official staff also provide help to the student regarding programme options available. Prospectus was made available to students.Notice regarding closing dates of admission for various programmes was given on college website. |
| Industry Interaction / Collaboration | The institution is located in Bhusawal Tahsil that comes in semi-urban area. There is a little scope for the development of industry. Lack of industry in surrounding area has been the hurdle in institutions industry interaction. However the institute encourages students and the faculty to interact with industry in all possible ways with the spirit of deriving mutual benefits. To put the spirit of entrepreneurship among the students, the institute runs the certificate courses such as women entrepreneurship, dress making course and basic beauty |

| | | |
|---|---|---|
| | | parlor course. Moreover department of Chemistry and department of Commerce and Management arrange their visits to industries. |
| | Human Resource Management | Executive body recruits employees as per the rules and regulations of the State Government, UGC and KBCNMU, Jalgaon. The Management and the Principal take efforts for involvement of all elements of the system in institutional progress. Every year various committees are formed for the variety of functions and activities in the college. The member of the committees is rotated as per the need base and interest. Attempt is made for the good blend between senior and junior members of staff. It helps in successful completion of the task. The teaching and non-teaching staff members are deputed to participate in various training programmes in order to upgrade themselves. This year the college through IQAC organized training programme, Better Communication with Subconscious Mind for non-teaching and teaching staff. |
| | Library, ICT and Physical Infrastructure / Instrumentation | : Library is partially automated and LIBMEN software is at use. Accession book register, issuing book register, students attendance register is maintained. Acquisition and Cataloguing circulation and OPAC are managed through computerized system. The college is also subscriber of N-List facility of INFLIBNET. LCD, Computers, Broad Band internet facility, Projectors, ICT class rooms are used for teaching and learning purpose. The institute has 23 class rooms, 01 seminar hall, 13 well equipped laboratories, 02 hostel buildings, Gymnasium, Canteen, Sports ground, Cultural Hall, Departmental Cabins, Botanical Garden, RO Water Machines, Tiffin Park, Sanitary Units, Vending Machines, Solar Grid Plant, etc are available in college premises. |
| | Research and Development | Every year Conferences and Seminars are organized for enhancement ofresearch culture in the college. Small projects are given to third year students topromote research attitude among them.Teachers participated and presented their research papers in Seminars/Conferences and Symposia. Throughout the year Research Promotion |

| | |
|---|---|
| | Committee motivated teachers and students to develop their interest in research. Every year student and teachers participate in Avishkar Competition. During this year, 10 Students and 02 Teachers presented their research paper in AvishkarCompetitions. |
| Examination and Evaluation | : Every year, the college form Examination Committee. The institution has to follow rules and regulations regarding examination and evaluation of students in accordance to KBC,NMU, Jalgaon. In this year CBCS pattern carried up to second year. Continuous internal evaluation of the students is under taken. It includes written test, seminars, tutorials and attendance etc. All the teachers performed their duties under different capacities such as Jr. Supervisor, Internal Squad, Paper Setter, Examiner etc. In second semester, due to Covid-19 pandemic the institution followed all the instructions and guide lines regarding examination and evaluation of the students. |
| Teaching and Learning | Effective teaching and learning is important object of the institution. Teaching learning being continuous processes that promote teachers teaching skills, master new knowledge, developed new proficiency which intern help to improve students' learning. This year to promote teachers teaching skills and to bring among them new knowledge and proficiency, the institution organized one day National Level workshop on Goods and Service Tax and one training programme such as Better Communication with Subconscious Mind. Students are motived to use ICT infrastructure and tools for effective learning experiences. Students from various departments are involved in experimental learning through study tours, field visits and industrial visits. |
| Curriculum Development | College is affiliated to KBC North Maharashtra University, Jalgaon. It has to follow the rules and guidelines regarding the curriculum designed and prescribed by the University. The institution motivated teachers to participate in curriculum workshops.In the year 07 teachers participated in University curriculum designed |

| workshops and thus contributed in curriculum development of TYBSC Chemistry, Physics, Maths and TYBA English subjects. |
| --- |

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

| E-governace area | Details |
| --- | --- |
| Administration | OPAC facility is used for the administrative purpose in the library. The version of the software is LIB-MAN, VB.mysql.Mastersoftware,Nagpur. e-library facility through INFLIBNET-N-list programGandhi Nagar ,Gujarat |
| Student Admission and Support | Online student registration, admission, online fees collection and other CCMS ERP / MIS MODULES from June 2020. An interface developed by the M.K.C.L.through KBCNMU,Jalgaon is used for Student Admission. Moodle LMS facility is available for students on Institutional Website. INFLIBNET Centre, Gandhi Nagar, An Inter University Centre of University Grants Commission, Info city Gandhi Nagar -382007 Gujarat, India. |
| Examination | An interface developed by the M.K.C.L.through KBCNMU,Jalgaon is used to fill up online exam forms and other exam related work. |

## 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 |
| --- | --- | --- | --- | --- |
| 2020 | Nil | Nil | Nil | Nill |
| 2019 | Nil | Nil | Nil | Nill |
| View File | | | | |

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) |
| --- | --- | --- | --- | --- | --- | --- |
| 2020 | Better Communication with Subconscious | Better Communication with Subconscious | 22/02/2020 | 23/02/2020 | 37 | 26 |

| Mind | Mind | | | | |
|------|------|--|--|--|--|

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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 |
|---|---|---|---|---|
| Faculty Development Programme | 1 | 30/05/2020 | 03/06/2020 | 5 |
| Faculty Development Programme | 3 | 01/07/2019 | 30/09/2019 | 48 |
| Refresher Course | 1 | 11/11/2019 | 24/11/2019 | 14 |
| Refresher Course | 1 | 03/12/2019 | 16/12/2019 | 14 |
| Refresher Course | 1 | 24/06/2019 | 06/07/2019 | 13 |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 20 | 20 | 32 | 32 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| 1. Group Insurance Scheme 2. Staff Credit Society 3. Maternity Leave 4. Medical Reimbursement 5. Provident Fund 6. Life Insurance Scheme 7. Leave Travel Concession (LTC) 8. Faculty Improvement Programme (FIP) 9. Share holding with college consumer co-operative store. | 1. Group Insurance Scheme. 2. Staff Credit Society. 3. Maternity Leave. 4. Medical Reimbursement. 5. Provident Fund. 6. Life Insurance Scheme. 7. Leave Travel Concession (LTC) 8. Earned Leave (EL) 9. Share holding with college consumer co-operative store. | 1. Earn while Learn Scheme. 2. Book Bank Scheme for poor and needy students. 3. Open access for PG students. 4. Student Group Life Insurance. 5. Various scholarships and freeships. 6. Pass facility for students. 7 Equal Opportunity Cell. 8. Financial support to needy students. 9. Financial support to these students participating in various competitions. |

## 6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audit regularly. There is system of periodic audit of accounts by the auditor. Internal Financial

audit is done regularly. External audit is done by the Joint Director Higher Education, Jalgaon Division, Jalgaon. External Audit is done by the office of the accountant General, Mumbai, Maharashtra External Audit is also done by the respective funding, agencies like UGC and BCUD, KBCNorth Maharashtra University, Jalgaon. These agencies, if they have objection to the way funds are utilized, then such accounts are withheld from the final installment. Similarly, if the funds are not utilized as per the rule of the funding agencies, the funds have to be refunded with interest specified by the agencies. In the last five years so far there is no major objection. Queries are cleared time to time through interface meetings.

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 |
|---|---|---|
| CSR fund from ISC Project Private Limited, Pune | 1000000 | 1. Installation of CCMS ERP Software. 2. Smart Class Room and Video recording Room setup. |
| [View File](#) | | |

6.4.3 – Total corpus fund generated

| 2832046.00 |
|---|

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | KBCNorthMaharashtra University, Jalgaon. | Yes | Principal |
| Administrative | Yes | KBC North Maharashtra University, Jalgaon. | Yes | Principal |

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

| Nil |
|---|

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

| Training Programme for non-teaching staff on Better Communication with Sub-conscious Mind on 22 Feb.2020. |
|---|

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

| • Installed Cloud based ERP –Centralized Campus Management System (CCMS) in the college. ? Organizations of Conference/Seminar/Workshop/Webinars. • Started Nursery Certificate Course and Phenyl Consultancy Project. |
|---|

6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
|---|---|
| b)Participation in NIRF | Yes |

| | c)ISO certification | | No | |
|---|---|---|---|---|
| | d)NBA or any other quality audit | | No | |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2019 | University Level Workshop on "Goods and Service Tax" for Commerce and Management students. | 06/10/2019 | 06/10/2019 | 06/10/2019 | 60 |
| 2020 | Training Programme for teaching and non-teaching staff on Better Communication with Sub-conscious Mind. | 22/02/2020 | 22/02/2020 | 23/02/2020 | 63 |
| 2020 | National Conference on Empowerment of Women through Physical Education and Sports and Health. | 07/03/2020 | 07/03/2020 | 07/03/2020 | 41 |
| 2020 | Institute levelWebinar on E-Content Development. | 21/04/2020 | 21/04/2020 | 21/04/2020 | 30 |
| 2020 | International level Webinar on Hindi Sahitya Me V ividhVimarsh (??????????? ??????????? ??). | 02/05/2020 | 02/05/2020 | 02/05/2020 | 220 |
| 2020 | National level Webinar on Learning Management System. | 09/05/2020 | 09/05/2020 | 09/05/2020 | 121 |

| 2020 | National level Webinar on Indian English Literature. | 24/05/2020 | 24/05/2020 | 24/05/2020 | 223 |

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
| --- | --- | --- | --- | --- |
| | | | Female | Male |
| International level Webinar on "Hindi Sahitya Me VividhVimarsh" | 02/05/2020 | 02/05/2020 | 220 | Nill |
| Palak Melawa- Counseling of parents | 22/08/2019 | 22/08/2019 | 200 | Nill |
| Swayamsiddha Abhiyan –Self defense-Karate Training | 27/09/2019 | 05/10/2020 | 50 | Nill |
| Counselling on "Vayat Yetanna" | 18/12/2019 | 18/12/2019 | 50 | Nill |
| Workshop on "Personality Development" | 23/01/2020 | 23/01/2020 | 50 | Nill |
| Exhibition Cum Sale | 28/01/2020 | 28/01/2020 | 125 | Nill |
| National Conference on "Empowerment of Women through Physical Education and Health" | 07/03/2020 | 07/03/2020 | 41 | Nill |

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 |
| --- |
| 100 |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
| --- | --- | --- |
| Physical facilities | Yes | Nill |
| Provision for lift | No | Nill |

| | | | | |
|---|---|---|---|---|
| Ramp/Rails | Yes | 1 | | |
| Braille Software/facilities | No | Nill | | |
| Rest Rooms | No | Nill | | |
| Scribes for examination | No | Nill | | |
| Special skill development for differently abled students | No | Nill | | |
| Any other similar facility | No | Nill | | |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadva ntages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| 2019 | 1 | Nill | 01/08/2019 | 225 | Communi cative English | Spoken Skills | 50 |
| 2019 | 1 | Nill | 01/08/2019 | 225 | Women E ntreprene urship | Self-Em ployment Skills | 33 |
| 2019 | Nill | 1 | 10/08/2019 | 01 | Red Ribbon Club | AIDS Awareness | 120 |
| 2019 | Nill | 1 | 29/08/2019 | 07 | Partici ation for flood punrvasan camp at Kolhapur | Social Responsib ility | 1 |
| 2019 | Nill | 1 | 11/09/2019 | 01 | Tree pl antation | Social Responsib ility | 120 |
| 2019 | Nill | 1 | 21/10/2019 | 01 | To assist Divyangan at polling booth | Social Responsib ility | 1 |
| 2020 | Nill | 1 | 02/01/2020 | 07 | Special Winter Camp, Kha dakaTal- Bhusawal | Social Responsib ility | 120 |
| 2020 | Nill | 1 | 05/01/2020 | 01 | Guidance | Mahila Melawa | 48 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | on Indian Constitution and Its Correction By Jornalist Mr.ShrikantJoshi,Sakal News Paper | | |
| 2020 | Nill | 1 | 19/01/2020 | 01 | Pulse polio Campaign Rally | Social Responsibility | | 6 |

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| Value Education | 15/07/2019 | The college has published a handbook on Value Education. The handbook contains various aspects of human value such as patriotism,national integration,universal religion,gender equality, workpride, scientific attitude, courtesy,sensitivity, punctuality,neatness etc. In addition to this professional ethics code of conduct was published on the college website. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| International Yoga Day | 21/06/2019 | 21/06/2019 | 50 |
| Celebration of International Human Right Day | 10/12/2019 | 10/12/2019 | 91 |
| Constitution Day | 26/11/2019 | 26/11/2019 | 55 |
| Annual Gathering(UDAN) | 27/12/2019 | 28/12/2019 | 360 |
| National Voter day | 25/01/2020 | 25/01/2020 | 110 |
| Yuvarang (Youth Festival) | 16/01/2020 | 20/01/2020 | 10 |

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

| |
|---|
| • Installed Solar Power Grid System (20KV) and Solar Street light in the campus. • Prepared vermicompost from the tree foliage. • Started Nursery Certificate Course. • Rain water harvesting structure is available. • Facility availed for ecofriendly Ganesh Immersion. (Visarjan) |

## 7.2 – Best Practices

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

1. Title of the Practice: Inculcation of Ethical Values among students 2. Objectives of the practice: i. To create an environment of transparency and introspection. ii. To develop self respect and self discipline. iii. To inculcate spiritual and ethical values among students during their regular study. iv. To develop holistic approach among students. 3. The context: In Present education system there is a very little scope for human and spiritual values. Therefore, the institution insisted on arranging programmes to motivate students and generate conducive atmosphere to inculcate moral values in the campus. Day begins with by Morning Prayer to inculcate ethical values among students. 4. The Practice: Lectures are delivered by external experts and internal resource persons on topics like integrity, responsibility, empathy, righteousness, piety, courage and Indian ethos among the students. All the activities mentioned above have been conducted by various committees like Art circle, Ceremony, Student Welfare, Career Counselling, Science Association, Wang may Mandal, Environmental awareness, Yuvati Sabha, Yuvarang NSS. Ethical values are also taught through various add-on courses like Certificate course in Human Rights Education and Women Entrepreneurship. 5. Evidence of Success: Our institution is actively organizing various programs, a gradual shift is observed in the attitude and behavior of the students in terms of introspection, differentiation between right and wrong things. Students are now aware of the condition of the down trodden. They have become compassionate, prudent and supportive to the disadvantaged groups of society. Our students also participated in various social programmes like Pulse Polio Abhiyan .Road Safety Abhiyan, Swachh Bharat Abhiyan, Yuvarang, Yuvati Sabha, Karmaveer Bhaurao Patil Earn While Learn Scheme.etc. 6.Problems Encountered and Resources Required: The programs conducted by the Institution are useful for the students. Due to semester system the time for conducting program is not sufficient. The eminent personalities are required to deliver lectures. The programmes organized by various committees to impart ethical and spiritual values among students. Best practice 2 1. Title of the Practice: Book Review Competition by Library. 2. Objectives of the practice: To make students read selective literature at their own pace. To inculcate reading habit among students. To increase thinking and decision making ability among students. To increase subject knowledge of the students. To create Social awareness among the students to improve life skills. 3.The context: The Principal and members of the Library Committee came out with an excellent stimulus to activate Reading-Writing skills among students. 4. The Practice: In modern era, Students don't have time for reading books as they are engaged in watching television and Internet. The members of the library committee and language experts in our institution provide freedom to students to select a book of their choice which include mainly life sketches of eminent personalities, autobiographies and literature etc. Students enroll in the book review competition at their own will. Systematic and planned book issuing is monitored. Perceptions of individual readers of each book are submitted in the Library, which is examined by expert committee. The winners are appreciated and given prize in Prize Distribution Ceremony. All this helps to nurture and enhance reading as well as summarizing abilities. 5. Evidence of Success: • Students interest in reading books. • Writing Skills of students are improved. • This year 80 students were participated. 6. Problems Encountered and Resources Required: The students who are interested in literature are participating in Book Review Competition.

Winners: Marathi: 1. Patil DivyaAmitkumarT.Y.B.Sc. 2. Sonawane Dhanashri Bhagwat S.Y.B.A. 3. Bharambe TejashriVinod , F.Y.B.A. 4.Dabhade JanhaviSatish,F,Y,B.A. Hindi: 1. BharambeTejashriVinod , F.Y.B.A. 2. Tiwari RajashriNiraj,S.Y.B.Com. 3. Tayade Rohini Manohar F.Y.B.A. 4.Patil Nisha Devendra ,S.Y.B.A. English: 1.Patil Pratiksha PrakashS.Y.B.Sc. 2. Khan Sana Akhtar S.Y.B.A. 3. Ezuva Dikshitha R.T.Y.B.Sc. 4.Donde Supriya PrabhakarS.Y.B.Com.

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

http://www.pkkotecha.org/

## 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

Insistence on Social Commitment "Enrichment of women through Quality Higher Education for Better Society and Stronger Nation" is the vision of the Institute. It continuously involves in various activities and programme for the fulfillment of the vision. Teachers, students, non-teaching staff and even management have their genuine interest in social issues. Priority is always given to touch up on social areas. They are listed below with brief introduction. 1. Best N.S.S. volunteers: - The institute has NSS unit. Program officers continuously engage NSS volunteers in various activities that imbibe social approach among students. These are motivated to such extent that they get involved in dealing with social issues. Their activities and contribution is felicited every year in annual prize distribution ceremony of the Institution. Some of the best NSS volunteers have given contribution to society in different ways. 2. Introduction with Social Change Makers:-The Institution is keen to create interest among students about social issues and those eminent personalities who are committed to bring change in the lives of the deprived, the downtrodden and the needy. During This years, the Institution has arranged interaction sessions of the social change makers with our students, staff and parents as professor V.P.Hole, Dr.Nilima Nehate,Dr.Pradip Naik. 3. Promoting of Eco-friendly attitude: - A positive attitude towards the environment positively impacts the level of environmental awareness. The institute always attributes to develop eco-friendly behavior and environmental awareness by conducting various activities. A few of them are cited below-Guests invited on various occasion are felicitated with the plants. Seed bank project is active in the campus. Students and faculty collect variety of seeds collected seeds are hand over to Botany Department.The Activity of tree plantation is undertaken every year in the campus. Water is precious resource due to increase in demand from our ever-growing population and climate change. Considering the importance of water, water harvesting is done in the premises of the institute. VermiCompost, Solar Lights, Solar Power Grid System installed. 4. Measures to tackle social evil (restrain):- Various social evils are prevalent even today in the society. The institution is committed to restrain a few of social evils by arranging various activities in every academic year as Anti-addiction of tobacco, foundation of Red Ribbon Club, AIDS Awareness, Awareness of eye donation ,Nirmalya collection,Superstition eradication, Pulse Polio, Water Management. 5. Teacher's individual donation for prizes:-Some of our teachers have deposited money for the sake of felicitating students for their achievements. It has not only set a role model for social commitment for students it may results in such contribution by the alumni in future. 6. Commodity bank: - The used cloths from stake holders are collected. These clothes are sorted out and distributed in slum areas and needy people.

Provide the weblink of the institution

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

 ? Organization of National/State/University level Webinars. ? To construct Smart Class Room / Video Recording Room. ? To implement Cloud based ERP -Centralized Campus Management System(CCMS) in college. ? Strengthen the activities of Alumni Association. ? To increase no. of research publications and to publish those in reputed/ UGC notified journals.