



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Shri. Saraswati Vidya Prasarak
Mandal's, Smt. Padambai
Kapurchandji Kotecha Mahila
Mahavidyalaya, Bhusawal

- Name of the Head of the institution **Dr. Mangala A. Sabadra**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **02582222925**
- Mobile no **9422949494**
- Registered e-mail **pkkotechamvb@yahoo.com**
- Alternate e-mail **mangala.sabadra@gmail.com**
- Address **Shanti Nagar**
- City/Town **Bhusawal**
- State/UT **Maharashtra**
- Pin Code **425201**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**

- Location **Semi-Urban**

- Financial Status **Grants-in aid**

- Name of the Affiliating University **Kavayitri Bahinabai Chaudhari
North Maharashtra University,
Jalgaon**

- Name of the IQAC Coordinator **Dr. J.V. Dhanvij**

- Phone No. **02582222925**

- Alternate phone No. **02582295001**

- Mobile **9420109798**

- IQAC e-mail address **iqacpkk@gmail.com**

- Alternate Email address **janardhanvij@rediffmail.com**

**3.Website address (Web link of the AQAR
(Previous Academic Year)** http://pkkotecha.org/iqac/AQAR_2020-21.pdf

**4.Whether Academic Calendar prepared
during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://pkkotecha.org/Academic_Calendar.htm

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	NA	2004	16/02/2004	15/02/2009
Cycle 2	B	2.73	2013	05/01/2013	04/01/2018
Cycle 3	B+	2.53	2019	08/02/2019	07/02/2024

6.Date of Establishment of IQAC **16/12/2007**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
IQAC	Financial Assistance for Organizing Seminar/Conference	NAAC	2022	25890.00
Botany and Zoology	Financial Assistance for Organizing Seminar/Conference	KBC North Maharashtra University, Jalgaon	2022	10000.00

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **03**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount **25890.00**

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

Organized NAAC sponsored One Day State Level Seminar on "Emerging Trends in Research, Development and Methodology"

Organized One Day Training Programme for Senior College Teachers on

"Attainment of Course Outcomes and Programme Outcomes"

Organized cultural activities on patriotism to celebrate and commemorate 75 years of Independent India

Formation of "Think Tank Group"

Promotion of Values among students

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

Plan of Action	Achievements/Outcomes
<p>Organization of Seminars/Conferences/Workshops online/offline by various departments</p>	<ul style="list-style-type: none"> • Department of Hindi organized blended mode One Day National Level Seminar on "Use of Nagari Lipi in Computer" on 15/03/2022 • Department of Botany and Zoology jointly organized blended mode One Day National Level Conference on "Recent Trends in Environment and Biological Sciences" on 22/03/2022, • Department of Economics organized University level Syllabi Restructuring Workshop for FYBCOM on 08/05/2022 • IQAC organized NAAC sponsored online One Day State Level Seminar on "Emerging Trends in Research, Development and Methodology" on 17/05/2022 and also organized Workshop on 20/09/2021 for Teachers. • Department of Chemistry conducted two workshops for Students on 28-29/03/2022.
<p>To organize faculty development programme/training programme for teaching and non-teaching staff.</p>	<p>IQAC organized One Day Training Programme for Senior College Teachers on "Attainment of Course Outcomes and Programme Outcomes" on dated 23rd Feb. 2022.</p>
<p>To upgrade commerce laboratory and Language laboratory with latest software and data base.</p>	<p>Up gradation of Commerce and Language laboratory are under progress.</p>

To motivate the faculty for major/minor research projects.	Three teachers from Department of English, Zoology and Chemistry have prepared their Minor Research Project under VCRMS Scheme and sent to University on 30/11/2021 for further process.
To start new add-on courses.	Department of Chemistry, Physics and Zoology has been started add-on courses from 2021-22.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	03/12/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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2021-22	20/12/2022				
15.Multidisciplinary / interdisciplinary					
<p>The vision of Institution is "Enrichment of Women through Quality Higher Education for Better Society and Stronger Nation". Its mission is "Providing Quality Higher Education to the Women to equip them with Modern Views and Knowledge along with Social Commitment and to Bring them to the Main Stream for Building Better Society and Stronger Nation".</p> <p>The college is affiliated to KBC North Maharashtra University, Jalgaon. It has good infrastructural facilities and support services. It offers 14 UG and 05 PG programmes in Arts, Commerce& Management and Science streams. Various career oriented add-on courses such as Communicative English, GST, Women</p>					

Entrepreneurship, Basic Beauty Parlor, Nursery etc. of multidisciplinary and interdisciplinary are offered. Management, teachers, students and stakeholders take joint efforts to enhance and sustain quality in higher education. As a result, our students are upgraded for achievements in academic, cultural, sports and extension activities at large.

As mentioned above, college is affiliated to KBCNMU, Jalgaon. Curricula are designed by the University and same is implemented time to time by the college. The present syllabi are CBCS pattern and it is implemented from 2018. The curricula provide flexibility in the optional courses and skill enhancement courses. The present curricula is innovative and that includes some credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education.

College is being affiliated to University so presently no institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education.

College runs multidisciplinary/interdisciplinary add-on courses since ten years and adding new courses as per the demand of students and stakeholders. The college has two best practices a) Inculcation of Ethical Values among students and b) Book Review competition for all students. The objectives of the practices

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

v) To create social awareness among the students to improve life skills.

16. Academic bank of credits (ABC):

IQAC of the Institution is taking effort to create awareness regarding NEP among Teachers and Students.

17. Skill development:

The institution daily conducts National Anthem in the morning, celebrate Constitution Day, Independence Day, Republic Day, Maharashtra Day, Environment Day, Women Day, NSS Day, Voters Day, organize National festivals and birth/death anniversaries of great Indian personalities. College has a ceremony committee which organizes celebration of birth/death anniversaries of great Indian personalities. Department of Sports celebrates International Yoga Day by conducting Yoga and Meditation Workshop.

Science Association of the college celebrate National Science Day, organize lectures of eminent personalities on current topics and also motivate to students taking participation in science quiz, AVISKAR competition organize by the University. Activities such as superstition eradication, awareness regarding evils of tobacco addiction, cleanliness and tree plantation etc. All these activities are providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, constitutional, and universal human values of truth ,righteous conduct , peace , love , nonviolence , scientific temper, citizenship values, and also life-skills .

For Online and ODL mode of education our students use the platform of SWAYAM portal that can provide an ideal platform to enable multidisciplinary education.

The institution pertaining to the Skill development in view of NEP 2020 Communicative English, GST, Women Entrepreneurship, Basic Beauty Parlor etc. and introduce skills enhancement courses as part of curricula to develop their various skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

College has language department through which English, Hindi and Marathi languages taught to Humanities, Commerce and Science discipline. Committees such as Study Circle, Arts Circle and Literary Association look after the activities to motivate the students to develop their interest in Indian languages, culture and curriculum. Department of language celebrate Hindi and Marathi week every year to inculcate language culture among the students.

College is located in semi urban area. Most of the students are from agricultural background. So, our teachers teach their subjects either online or offline mode in classroom through bilingual mode.

The degree courses taught in Indian languages and bilingually in the institution are as follows-

Marathi, Hindi in Indian languages.

Commerce, Economics, Political Science, Geography, History, Psychology, English, Physics, Chemistry, Mathematics, Botany, Zoology, Electronics, Computer Science and BCA in bilingually.

The institution avail the facility to students and staff through Non-Formal Education Centre in collaboration with Central Sanskrit University, Delhi. The main objective is to preserve and promote Sanskrit language.

Presently one year Sanskrit language course taught online and offline mode in collaboration with Central Sanskrit University, Delhi.

Every year the Institution organize annual gathering and Sharadotsav, through this platform students present their traditional dance, singing and a character play. This helps to preserve and promote Indian Culture and traditions.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Being an affiliating college, we adopt University prescribed curriculum. University has been implemented Choice Based Credit System (CBCS) from 2018. In curriculum, every subject comprises Course Outcomes and Programme Outcomes. IQAC of the college organized workshop on Attainment of Course Outcomes and Programme Outcomes to capture the Outcome based education in teaching and learning practices.

The institution pertaining following activities to the Outcome based education (OBE) in view of NEP 2020.

1. Every year small projects are given to final year students on curriculum related topics and their applications in those particular subjects.

2. Some departments of the college run add-on courses to achieve the outcome of the respective subject. Department of English runs Certificate and Diploma Course in Communicative English, Department of Commerce runs Certificate Course in Women Entrepreneurship and Department of Economics runs Certificate Course in Human Rights etc.

20.Distance education/online education:

The development and use of technological tools for teaching learning process by adopting ICT methods-

To cope up with the changing scenario, Institution has tried to keep pace with the ICT enable teaching-learning process by optimum use of ICT enabled classrooms. For blended learning, college constructed Smart Class Room. Android Mobiles, Computers, LCD projects, Scanners and Printers are utilized by the faculty to facilitate teaching learning process. Teachers are given training to use Learning Management System such as Google Classroom and Google account to pass on study materials to the students. Whatsapp groups of students are formed for imparting information, notices etc. Teachers have conducted online classes through ZOOM, GOOGLE MEET and TEAM LINK. Various programs for enhancing ICT skills for the teachers are conducted.

Extended Profile

1.Programme

1.1	585
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	700
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1200
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template	View File	
2.3		249
Number of outgoing/ final year students during the year		
File Description		Documents
Data Template	View File	
3.Academic		
3.1		18
Number of full time teachers during the year		
File Description		Documents
Data Template	View File	
3.2		35
Number of sanctioned posts during the year		
File Description		Documents
Data Template	View File	
4.Institution		
4.1		23
Total number of Classrooms and Seminar halls		
4.2		29.18314
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		86
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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.

Syllabus Framing:-

- The University arranges syllabus framing workshops. Institution motivates teachers to participate in curriculum design workshops.
- The syllabi of add on courses have been prepared by respective departments of our College.
- For the effective implementation of the curriculum and to improve teaching practices, teaching materials and books are made available by the University and College.

Distribution of Syllabus:

- For the effective curriculum delivery, Heads of the Departments conduct departmental meetings time to time.
- The committee chairman prepares the time-table and concerned teacher prepares semester wise 'Teaching Plan'
- The copy of the syllabus is made available for the students on University website and College Library.

Effective Delivery of Curriculum :-

- Academic Calendar is prepared in the beginning of every academic year as per the curriculum.
- Progress reports about completion of curriculum are submitted through Head of the departments at the end of every semester.
- The IQAC monitors the feedback of the students regarding curriculum delivery which helps in incorporating remedial measures.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

The college adheres to the academic calendar for effectiveness of the process of teaching learning and evaluation. Meetings of staff are conducted at the beginning of every semester and as and when necessary by the Principal. An academic calendar highlighting schedule for admission procedure, commencing and closing dates of semester, schedule for examinations. Due to COVID-19 pandemic all lectures, internal examinations and academic activities were conducted through online and offline mode. Staff meetings are held regularly to discuss planning, organization and implementation of activities. The Principal assigns responsibility of preparing time table to head of the departments. The faculty prepares a teaching plan for effective implementation of syllabi at the beginning of the semester. The internal assessment on the basis of required number of tests is conducted by the college as per the directions of the University. The examination committee prepares the schedules of different tests. The subject-wise analysis of the results is submitted to the Examination Department.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://pkkotecha.org/Academic_Calender.htm

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

05

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

08

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional ethics: Most of Courses widely cover various professional ethics like Administrative Accountability, Leadership, Ethics, Social Responsibility, Policy Formation and Co-ordination.

Gender:The curriculum gives vital significance to the women empowerment, equality of woman at the local to global level. College organized various programs to address cross cutting issues through Path Nattya (Street Play) ,Guest lectures, Workshops on gender sensitization for students.In Business Entrepreneurship women business leaders have been focused which motivates gender equality and create confidence among the girl student to tread the path created by such personalities.

Human Values:The curriculum of Human Resource Management, Modern Banking & Financial System, General Knowledge, Entrepreneurship Development etc addresses human values, empathy, compassion, cooperation, sympathy, duties and rights which are mentioned in Indian Constitution.

Environment and Sustainability:The University has made environmental studies and Practicing Cleanliness-Audit Course as a compulsory subject at UG and PG first year students respectively. Department of Botany and Zoology promotes Vermi Compost and Seed Bank Project. The College undertakes the green audit, Energy audit and Environmental audit every year. Environment Awareness committee organizes various activities such as plastic eradication, tree plantations, rain water harvesting etc. The institution installed solar street lights and solar power grid plant.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

09

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

277

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution **A. All of the above**

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.pkkotecha.org/2022/142FeedbackAnalysisReport.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.pkkotecha.org/2022/142FeedbackAnalysisReport.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

700

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

496

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The mechanism of identifying slow and advanced learners through bridge lectures.

For slow learners following support activities are practiced:

- Teachers provide soft copies of notes by Google class room, WhatsApp etc.
- Slow learners are motivated to participate in various curricular, co-curricular and extracurricular activities by offering them moral support and necessary guidance.
- Teachers regularly interact with students and provide counseling to improve their performance in study and extracurricular activities.
- Guardian teacher talks with their parents to make the interaction more effective and result oriented through student teacher guardian Cell.
- Individual academic counselling is done.

For advanced learners following support activities are practiced:

- Central Library provides book bank facilities. Open access to E- books and journals are made available to students.
- The institute arranges expert guest lecturers to focus on learning opportunities.
- Students are motivated to participate in webinars and to take admission in Certificate Courses run by the college.
- Students are motivated to participate in research activities like Avishkar.
- Students are motivated to appear for competitive examinations such as NET/SET/Staff Selection (SSC)/Banking/MPSC/UPSC etc.
- Mentors motivate the students to watch subject related YouTube videos and motivate to join SWAYAM Courses.

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
700	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Efforts are made by the college to make the teaching learning process student-centric through experiential learning, participative learning and problem-solving methodology-

Experiential Learning: Poster Presentation, PPT Presentation, Essay and Book Review Competitions are arranged. Subject teachers provide educational videos, film shows, educational visits etc. Women Entrepreneur certificate course is the platform for experimental learning. Most of the practical courses, small projects avail experiential learning.

Participative learning: Students are participated in extracurricular activities such as Essay writing, Group discussion, Tree plantation, Village adoption, Swatchh Bharat abhiyan etc. They participated in Webinars and Online Gathering. This avail them opportunity for extracurricular talent. Participative learning is also provided to students through NSS and NCC. Students contribute in Padam Magazine by writing their articles and poems.

Problem Solving Methodology: Practicals of Science, Commerce and Languages develop logical thinking among the students. Some departments assigned Project work to the final year UG and PG students to solve specific problems and develop their understanding of the processes of scientific and literary research

within their particular discipline. Free internet access for the students are available in the library. Students formulated their own problem-solving methods while working on projects for Avishkar.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use various ICT enabled tools for effective teaching and learning process such as Desktop, Laptops and Smart Phone, PPT presentation, Video Clips, White boards, Computer Laboratory, Commerce Laboratory and Language Laboratory, Google Class Room, Whatsapp group, YouTube, Interactive board, LCD Projector, Subject specific softwares, Digital camera, Pen drive, Printers etc. Four classrooms and one seminar hall are well equipped with projectors and other ICT teaching tools. Teachers use E journals, E- books, E-shodhsindhu and online data base for effective teaching. All departments are IT enabled with internet, WIFI and LAN connectivity.

During this year due to COVID-19 pandemic all Teachers used online teaching -learning platforms like Zoom App, Google Meet and Team link. Eye-catching Info-graphics are also used to present data in colorful and attractive way. Brainstorming is used through Google in which every student in group shares their ideas and thoughts to solve any technical or commercial problem. Google class room helps for high quality lessons and flexibility which enhance students' motivation, creativity and their involvement which ultimately increases self-confidence in students. Teachers and Students can interact (learn, discover, collaborate, create and share) in a safe, healthy and co-operative environment.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

454

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- Internal examination schedule is communicated to students through academic calendar. Time table of the internal test is prepared by examination committee and displayed on notice board, college web site and students WhatsApp groups.
- The internal assessment process is also communicated to the students by the respective faculty in the introductory lectures.
- Continuous internal evaluation of the students is adopted by institution that includes written tests, seminars, group discussion, tutorials, practicals and internal oral exam.
- Examination Committee strictly follows the transparency in the internal evaluation. As per the guidelines of KBC North Maharashtra University, Jalgaon, in first semester college conducted internal examinations online mode because of pandemic situation of COVID-19 while second term examinations in offline mode.
- As per the rules and regulations of university, college

conducted special examination sessions for the students who suffered from COVID-19.

- Internal examination marks are displayed on notice board.
- It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation.
- In case of queries regarding marks, students contact to respective subject teachers. Their queries and grievances are solved by the examination committee.
- Internal marks are submitted to the University in stipulated period.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with examination related grievances is as follow:

- The grievances of the students related to examinations are addressed at College and University levels depending upon the nature of the grievances.
- The college level grievance redressals regarding evaluation are attuned by the college examination committee.
- Discrepancies in name and subjects are resolved by examination committee, if any.
- Students remaining absent for practical/oral examination on some other ground (Medical, N.S.S., Sports, Participation in universities competitions) are given an opportunity to take up the exam as per KBC NMU Jalgaon rules and regulations.
- If any grievance regarding marks obtained in internal exam, students concern to subject teachers for the corrections. The subject teacher deals with the students problem regarding evaluation and marks if the student is not satisfied the matter is placed before the Head of department.
- Grievances associated with the internal examination are taken up immediately and resolved.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- At the beginning of every academic year, every subject teacher conveys course outcomes to students in his introductory lectures.
- Every course has specific set of objectives which are approved by the Board of Studies of the KBC North Maharashtra University Jalgaon. Course outcomes of the subject are designed according to objectives of the respective subject.
- The copies of the syllabi are kept in the central and departmental library of the college for students and also available on university website.
- The learning outcomes for programmes are clearly stated in syllabi which are equipped with preparing the students to become graduates/ post graduates. The learning outcomes may vary from course to course but in general, they are to impart the sound theoretical knowledge of the subject and application of the knowledge in actual situation.
- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution's website for reference.
- In the practical courses program and course outcomes are also described by respective teachers through the experiments.
- Charts of COs and POs are displayed in Departments, Laboratories and library for the awareness of teachers and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://pkkotecha.org/POs_PSOs_COs.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The strategy of measuring attainment of POs, PSOs and COs is described below:

- The method of measuring attainment of POs, PSOs and COs of students include tests, tutorials, seminar presentation, objective questions, home assignments, viva-voce and projects.
- The progress of the students is continuously monitored by the subject teachers through the practical sessions which will also help to know the level of COs attainment.
- College organizes various programs such as exhibitions, debate, elocution, drama, book review, quiz competitions, freshers' day, send-off function, teachers' day, Shardotsav (cultural activity), annual gathering, sports meet, Avishkar competition etc.
- Placements, self employment, entrepreneurship status and social initiative of the students show the result of Cos and Pos as stated by the institution.
- The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating students' attainment of COs and PSOs of specific course.
- Result analysis and student feedback helps to measure the attainment of COs.
- After completion of degree, students attend various on campus and off campus interviews and their successful placement shows attainment of Cos and Pos.
- The progress of the group of students is monitored by the mentor-teacher. The mentoring helps to decide COs attainment level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

176

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://pkkotecha.org/2022/Annual_Report_2021-22.pdf

2.7 - Student Satisfaction Survey

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

<http://www.pkkotecha.org/2022/SSS2021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

07

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Presently the institution has no incubation center so far, but initiatives for creation and transfer of knowledge are taken as Internet facility, OPAC, NRC helps to transfer of knowledge. Inter loan library facility is also available. Add on courses such as Certificate Course in Human Rights, Women Entrepreneurship, Dress Making, Basic Beauty Parlor, GST, Certificate and Diploma Course in Communicative English which helps to initiate and transfer of knowledge. The college has Vermi Compost Plant. It transfers a message to our youth. It not only aims to earn money but also to aid society by providing good quality of organic manure for sustainable agro practices. There are 07 research guides recognized by KBC North Maharashtra University, Jalgaon under them 09 students doing Ph.D. degree. During this year the faculty attended 92 Webinars/Seminars/Conferences and presented 16 papers. Five research papers published in reputed journals and 09 research papers published in proceeding. Eleven Teachers participated in Faculty Development Programmes. Almost all faculty

members present and publish their research work and disseminate their subject knowledge in various seminars and conferences. For sake of convenience and to upgrade themselves small projects based on curricula as well as subject knowledge are given to third year students in groups.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	http://pkkotecha.org/Consultancy_Services.htm
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

05

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution organizes most of the Extension Activities every year through NSS unit, Yuvati Sabha, Student Development and Alumni Association. These bring the students and teachers in close contact with the neighborhood community. It generates awareness among the students regarding social issues and helps to develop holistic atmosphere.

Activities such as Yoga Day, Freedom Run, Swayamsiddha Abhiyan, Personality Development Workshop and Corona Vaccination bring health awareness.

Students are involved with the neighborhood community on social issues through the activities such as, Mazi Vansundhara Campaign,

Green Earth Campaign, Celebration of Sanvidhan Din, Voters Day, Swatantracha Amrut Mahotsav, Shahid Din, Tree Plantation, Vachan Katta, Online lecture, Fulalere Skhan Mazya Collegeche, Yuvarang, Myself and my Bank Transaction which develop social accountability and responsibility.

Gender issues such as Celebration of Women Day, Corona Mahila Yoddha felicitation that created social justice and gender equity. These activities were conducted in collaboration with GOs and NGOs.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

05

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1090

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

02

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute has adequate infrastructural facilities for teaching and learning. There are 23 classrooms and 01 seminar hall. They are quite spacious, ventilated and well lighted. The academic session is so framed that our classrooms and laboratories are occupied from morning till evening. There are 13 laboratories which are adequately equipped. There is a library having the required text books and reference books. Reading room facility for students with a seating capacity of 75 students is available. The NRC centre is available for students in the campus. There is a seminar hall equipped with LCD projector, white board and internet facility and a cultural hall with a seating capacity of around 500 students. Botanical garden with a variety of plants, shrubs and trees along with variety plantation on the campus enhances the beauty of the campus. Some of the specialized facilities are- Inverter, Vermi composting unit and Xerox facility. In addition, some of the departments have a separate departmental library to provide subject related books. Most of the departments have independent computer facility. Facility of these computers is made available to the students as and when required. There is wheel chair and ramps facility for the differently-abled students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pkkotecha.org/Laboratories.htm

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The facilities available in the college for sports, games and cultural activities are as follows:

- There is a gymkhana with the area of 550 sq. ft. It is established in the year 1990. The indoor games such as chess, carom, table tennis etc. are played here. A playground in the campus with an area of 1400 sq. m. is established in the year 1990. There is a basketball court on the ground. Students play games like basketball, volley ball, football, Cricket, Kabaddi etc.
- There is a playground of the sister concern school established in the year 2001 with an area of 660sq.m. This ground is used by the college on specific occasions like Annual gathering sports competitions.
- There is a well equipped gymnasium established in the year 2003 and having an area of 918 sq. ft. Students of the college along with women in the adjacent vicinity utilize this facility.
- For the various cultural and other activities taking place in the college, there is a cultural hall with an area of 3600sq.ft established in the year 2007. The stage having an area of 1240 sq. ft. is used for the annual gathering .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pkkotecha.org/Gymnasium.htm

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.pkkotecha.org/2022/413ICT_enabled_Rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.10968

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library Advisory Committee chaired by the Vice-Principal is composed to monitor the working of the library. It helps in smooth and speedy functioning of the Library activities. The major responsibilities of the Committee are to decide the policies regarding the budget allocation, purchase of books, infrastructural needs, library services etc.

- Library is partially automated using Library Management System.
- The version of the software is LIB-MAN, VB.mysql.
- Since 2012 LIB-MAN software is used in the central library. From 2020-21 cloud base management system is used.
- Accession books register, Issuing book register, Students

physical attendance register are maintained in different forms manually.

- The College Library provides open access to Post Graduate students. The College Library maintains its day to day records by library staff members.
- Mostly acquisition and cataloging, circulation and OPAC are operated through computerized facilities. One node is open for the students to use OPAC facilities. Another node is for the administrative facility in the library.
- Our Library maintains question papers of previous examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://pkkotecha.org/Library_Services.htm

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.65550

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

10

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

4.3 - IT Infrastructure

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

There are 86 Computers with internet connectivity. Most of the departments are furnished with computer and internet facilities. Every laboratory in college is equipped with Computer. The ICT Class room and Smart Classroom are equipped with LCD Projectors for effective teaching-learning. The computers in the computer science, Commerce and Management and Language Laboratories have Internet with High-Speed LAN. From 2019-20 college has 100MBPS optic fiber broadband internet connection.

Computer Science Lab and administrative building have Wi-Fi network.

The College has Microsoft Campus Agreement.

The college uses different licensed software for Academic and Office work.

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

4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

27.31246

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Laboratory: The College has 13 laboratories. Optimum utilization of laboratory resources is ensured by the vice principal, department heads and laboratory assistants for the whole semester. Laboratory equipment is maintained by hired technicians as and when required.

Library: The Library Advisory Committee deliberates on the budgetary allocations, evaluates the previous year's library activities and proposes new services for the current year. The College Library maintains its day to day records by library staff members.

Sports Complex: The College has Gymkhana Department and Sports committee. 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 computers. Annual maintenance contract is also done for maintenance of computers 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 time table is prepared before the commencement of academic year where class room wise schedule is clearly stated.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year

425

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	NIL
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

212

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

212

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

07

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

64

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

09

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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, Youth Festival, Annual Gathering, Azadi ka Amrut Mahotsav 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. Student council is dedicated to enriching the 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, "Swayamsiddha Abhiyan" 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.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

On 26 Sept. 2021 new executive body was elected. Newly elected body was dedicated to work for development of institution through various support services and contribution of financial support.

Every year Alumni Association conducts various activities for the guidance to new students, progression of alumni students and for society also. Programs and activities conducted during this year are as follows,

- Quiz competition on the occasion of "Navratri Utsav" organized from 07 to 15 Oct. 2021.
- In collaboration with Avdaitanand Fitness Studio, Bhusawala music program "Padava Madhyany Maifil" was organized on the occasion of Diwali on 03/11/2021.
- the experience sharing Program "Fulale re kshan Majhya College che" was conducted online on 13/12/2021.
- Special workshop was conducted for present students, women from community and alumni to guide about all types of bank transactions, "Myself and My Bank Transactions". This workshop was conducted by Rajeshri Bhalerao, Treasurer of Kotechian`s Alumni Association on 27/02/2021.
- In this academic year 24 Ex-students were joined as new life members, and 166 as annual members of Kotechian`s Alumni Association. The fund collected against life membership and annual membership fees during 2021-22 is Rs,41000/-

File Description	Documents
Paste link for additional information	http://pkkotecha.org/Alumni.aspx
Upload any additional information	View File

**5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:Enrichment of Women through Quality Higher Education for better Society and Stronger Nation.

Mission:Providing Quality Higher Education to the women to equip them with modern views and knowledge along with social commitment and to bring them to the main stream for building better Society and Stronger Nation.

The Vision and Mission are in tune with the policies of UGC and KBCNMU, Jalgaon and the policies of central and state government regarding higher education. The college is governed by Shri. Saraswati Vidya Prasarak Mandal, Bhusawal. Management, the Principal and the faculty jointly work on policies and plan. These are implemented in collaboration with CDC and IQAC.

At beginning of every academic year, IQAC prepares perspective plan. The Principal and IQAC conduct meetings with staff and students from time to time. Stake holders have open access. They can communicate with the Principal, Staff and Management directly. As per the plan, new courses are introduced time to time.

During the year around 29 committees are constituted in which the whole teaching staff is involved. The teachers supported administrative and academic activities. Some of important committees are IQAC, Examination Committee, Gathering and Ceremony

Committees, Yuvarang, Grievance Redressal, Anti-ragging Committee, ICC, Covid-19 Preventive Measure Committee etc.

File Description	Documents
Paste link for additional information	http://pkkotecha.org/default.aspx
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case Study: Reformation of CDC

As per directives of new university act w.e.f. from Jan 11, 2017 (97-1) the institute has reformed its College Development Committee in 2021-2022. It approximately shows decentralization of participative management in the institution in practice. College Development Committee comprises overall 15 members from variety of sectors in it.

The President and the Secretary of the Sanstha are by default Chairman and Secretary of CDC. One head of the department is nominated by the Principal. Three teachers from the staff are incorporated through the election method. One non teaching employee is also adopted. Four local members from four different field such as fields of education ,industry, research and social services are nominated by the management. IQAC coordinator and Principal are by default the members. President and the Secretary of the college Student Council also are the members but their membership is only for a year. Rest of thirteen members in their different capacities mentioned above contribute in sustaining and enhancing quality in higher education in the institute for five years tenure. CDC meetings are scheduled four times in an academic year. Agenda and minutes of the meeting are maintained in agenda and Proceeding Books.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per perspective plan ,IQAC of the college organized NAAC Sponsored One-day Online State-Level Seminar on "Emerging Trends in Research, Development and Methodology"on 17th May 2022.The seminar was inaugurated by Prof V.L Maheshwari, Hon. Vice-Chancellor KBC North Maharashtra University, Jalgaon. The president of the function was Hon. Dipesh M.Kotecha, a Member of Shri Saraswati Vidya Prasarak Mandal. The principal of the college, Dr. Mangala Sabadra welcomed all the guests and delegates. The organizing secretary of the seminar Dr. J. V. Dhanvij stated the objectives of the seminar.

In the first session of the seminar, Prin. Nandkumar S. Nikam, Secretary, ShirurShikshanPrasarak Mandal, Shirur, Pune delivered keynote address.Thereafter, Principal Dr. Sanjay Kharat, Progressive Education Society, College of Modern Arts, Science and Commerce, Pune, guided the participants on the topic "Changed Goal Post NAAC Reaccreditation Process". After that, Dr. R. M. Chitnis, Vice-Chancellor, MIT World Peace University, Pune, provided guidance on "Creating a Research Culture and Enhancing Research Coefficient".

In the second session of the seminar, Prof.Dr. Jagdish Patil was the chairman of session. In this session participants from various colleges presented their research papers. Around 124 degates participated in this events.Finally,Vice -Principal Y.D.Desale rendered the vote of thanks.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.pkkotecha.org/2022/621Deploymentdocument.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

General body of Shri Saraswati Vidya Prasarak Mandal's, Bhusawal is the parent trust that runs Smt. P.K.Kotecha Mahila Mahavidyalaya,Bhusawal.

The executive committee of the college functions under the directives of Shri SSVP Mandal.

Administrative Setup:

Principal is assisted by Vice-Principals, Head of the Departments, teaching and non teaching staff.

College Development Committee and IQAC plan and deploy the practices and activities to seek growth and overall development of the institution.

Librarian and Physical Director are supported by the staff. They work in co-ordination with the Principal. Office Superintendent is assisted by the non-teaching staff. Students have direct approach to the Staff and Principal.

Appointment and service rules:

Appointments are carried out in two different ways. Permanent posts are filled by the Government of Maharashtra according to the norms of the University and UGC. Temporary posts are filled by the Management according to the norms of the University and UGC.

For the service conditions and rules, the college follows guidelines laid down by KBCNMU, Jalgaon and Government of Maharashtra.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	http://pkkotecha.org/Administrative_Structure.htm
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has different welfare schemes for Teaching and Non teaching staff. The list is as below.

Teaching Staff: 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 (L.T.C.)8. Faculty Improvement Programme (F.I.P).

9. Medical Leave.10.Duty leave.11. Gymnasium.12.Gratuity

Non Teaching Staff: 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 (L.T.C.).8. Earned Leave (E.L.). 9 Duty leave.

10. Gymnasium. 11. Gratuity.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has Performance Appraisal System for Teaching and Non Teaching Staff. The system includes Performance Appraisal format developed by the Government of Maharashtra. The concern authority verifies all the data included under various headings. The authorities convey their observations in oral form to the concern faculty and attempts are made to improve their performance. Faculty is regularly motivated to undertake the activities for Career Advancement such as participation in training programme, Workshops, Seminars, Conferences, Refresher and Orientation Courses etc. Performance appraisal is also carried out at the time of career advancement. KBCNMU has its own mechanism through a website to update the teachers' profile. Every year the College prepares each department's workload for submission to the Joint Director, Higher Education Division, Jalgaon. Each year appraisal of the administrative staff is taken in the standard format provided by Government of Maharashtra which is reviewed by the Office Superintendent and then the Principal. The authorities convey their observations in oral form to the concern staff and attempts are made to improve the performance.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit:

Shri Saraswati Vidya Prasarak Mandal, Bhusawal has appointed chartered Accountant as an internal auditor. He examines the details of fees deposited, expenditure, vouchers etc. and on this basis he provides income and expenditure statement and balance sheet of the year. Audited financial statements and its reports are obtained at the end of every year. They are discussed and approved in the Annual General meeting in the month of September.

External Audit:

1. Joint Director: It is done every year.
2. B.C. Scholarship audit: It is undertaken by social welfare department.
3. NSS and Student Welfare Scheme audit: It is undertaken by the university
4. Examination and Earn and Learn Scheme Audit: It is undertaken by the university. If there is objection to the way funds are utilized, such accounts are withheld from final instalment. Similarly, if the funds are not utilized as per the rules of funding agencies, the funds have to be refunded with interest specified by agencies.

During this year there is no major objection. Queries are cleared time to time through interface meetings.

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

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

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

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File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institution has strategies for mobilization of the funds -

The College receives grant-in-aid from the Maharashtra government and a variety of special purpose funding from bodies like the UGC and NMU, Jalgaon. Grants received for Minor Research Projects from funding agency are used for the same specific purpose. This year the college received no grant from any of the funding agencies.

The other regular source of income is students' fees such as add-on courses; self-finance courses, grantable courses, and general breakage fees. Scholarships and Free ships from the Government are periodically received and the share of Tuition Fees and other College fees get deposited in the Bank Account of the College. The Annual Budget reflects the establishment expenditure including, salary and non salary components. The College has well defined procedures for allocation of funds to various segments of the College.

The utilization of additionally generated funds by the institution from above sources is done for students and staff welfare activities, infrastructural maintenance, organization of programmes, payment of non grant teaching and non teaching staff etc.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

For institutionalizing the quality assurance strategies and processes, IQAC of the college take efforts by all means. In this regard two of the practices are dealt with as below:

1. Formation of "Think Tank Group:

A) IQAC took the lead and inspired the newly recruited and young teachers to form their group entitled as "Think Tank Group". The group leader of "Think Tank" is one of the senior teachers. Members of the group periodically conduct meetings. The group members bring out novel ideas and suggest new practices to be practiced in and out of the campus for students, teachers and society. The group also discuss recent changes in the field of education and the need for joining faculty development programmes for their upgradation.

B) Celebration of Independence Platinum Jubilee:

Institution celebrated Independence Platinum Jubilee on 21-22 March 2022. It was celebrated jointly by Think Tank Group and Ceremony Committee. Activities such as Deshbhaktipar Poster Exhibition, Rangoli, Singing and Dance Competitions were organized. Moreover renowned speaker Shri. Jaydeep Patil, Nobel Foundation, Jalgaon was also invited to interact with the students, teachers and parents. Students winning in the competition were given prizes through the hands of Directors and the President of the institution. Almost more than 100 participants enjoyed the event at large.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1zNZoEecEj_p6oNseihaKBAJxmh3IMND6q/view
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two examples of institutional reviews and implementation of a teaching-learning reforms facilitated by the IQAC are as below:

A) Upgradation of Teachers:

IQAC of the institution is a keen in bringing about a reviews and implementation of its teaching-learning reforms by various means. To bring in effectivity in a teaching and learning, it regularly motivates its faculty to join professional development programmes, short term courses, refresher courses etc. During this year total 11 teachers took benifit of FDP.

B) Promotion of Values among students:

IQAC reviews learning outcomes a by conducting various activities at periodic intervals. Along with scores and grades sought in University exams, it attempts to imbibe moral values among students so that learners should develop love for society and the nation. A holistic approach is advocated as it is a regular practice. Eco-friendly atmosphere is maintained in the campus. Water Conservation, Vermi-compost, Solar plant in the campus is run in the interest of society. Importance of cleanliness and the beautification of a campus are regularly observed. The concept of a "Plastic Free Campus" is employed.Celebration of Platinum Jubilee of Independence in the interest of nation to create feeling of patriotism among students.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://pkkotecha.org/2022/Annual_Report_2021-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Various programs on health and mental issues are organized to equip the girl students with physical strength and mental poise to face the undesired situation.

During this year following activities were conducted such as Lecture on Thought of Dr.Babasaheb Ambedkar about women, Celebration of Women day, Swayam Siddha Abhiyan, Personality Development Workshop by Yuvatisabha, Program on Beauty and Healthcare , Lecture on Cancer awareness and Career Opportunity, Lecture on POCSO act and Sexual abuse.

Facilities are provided for women:

1. Safety and Security:

Security guard appointed on main gate. Faculty in the capacity of hostel in-charge is deputed. Installation of CCTV Cameras for surveillance is done, Group insurance of students, Vaccination Camp was organized for student and staff in the campus. Fire Extinguisher, First aid boxes are available in Laboratories.

2. Counseling:

Career and Guidance Cell offers counseling regarding career planning, career development and job opportunities, Counseling regarding gender specific issues are provided. Counseling on Awareness about Tobacco free Health is done by posters to the

people in nearby area by NSS department. Institute has counseling Centre. Awareness about not to use plastic

3.Common room: Common room is available for girl students with necessary furniture. A separate sanitary unit is provided.

File Description	Documents
Annual gender sensitization action plan	http://www.pkkotecha.org/2022/711GSPlan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.pkkotecha.org/2022/711SpecificfacilitiesforWomen.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Dust bins Kept at various places.Unused waste is carefully transferred in Municipal Council Vehicles. Scraps and Newspapers are sold to recycling agencies. Incinerator is installed in the common room and hostel for proper disposal of sanitary pads.

Liquid waste management: Waste water is drained in soak pit. The waste water generated from R.O.unit is used for watering the plants. Extremely hazardous chemicals are not used in the laboratories. Liquid waste is diluted before draining in soak pits.

E-waste management: - Non-working laboratory equipment's and batteries etc are sold as scrap materials. If some parts are useful in other systems, they are kept aside for future use.

Waste recycling system:

Organic wastes and Garden waste (linter) are collected, segregated and then converted into bio fertilizer by the vermi composting plant. After that it is harvested and used for the plants on the campus and it is also available for stakeholders. It enhances eco friendly atmosphere in the college premises.

Hazardous chemicals and radioactive waste management:

If Hazardous Chemicals are used, these are diluted with water and then passed in the soak pit. Radioactive material is not used in the laboratories.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

vehicles

3. Pedestrian-friendly pathways

4. Ban on use of plastic

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

D. Any 1 of the above

of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

The College celebrates various National festivals, organizes lectures and various events so as to create feeling of oneness, harmony among the students and try to carry same spirit into the last man of our adopted village of NSS camp also.

Following programs are organized to achieve this noble goal:

- Awareness about Tobacco free Health, Yuvarang (Youth festival), Vaccination program for prevention of COVID-19, Vachan Katta in Adopted Village by NSS and KBCNMU, Jalgaon, Campaign on My Earth -(8 Dec 2021), Tree plantation etc.
- Celebration of International Women Day, Felicitation of Women Corona Fighters, Voters day, Constitution day and International Yoga day, Program on Azadi ka Amrut Mahotsav, Celebration of Shardotsav, Guidance on Mazi Vasundhara Mazi Jababdari.
- Various departments of the college organize speeches on different topics in order to sensitize students.
- Hindi and Marathi Week were celebrated.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Patriotism:

Celebrating Independence Day, Republic Day, Maharashtra day, Martyrs day, National Unity Day. Organized various Program on Azadi ka Amrut Mahotsav.

Civic Sense:

Inculcation of civic sense in student, we celebrate National Voters day, Human Right day, Constitution day (Savindhan Divas), Awareness about Tobacco free Health, Vaccination camp for prevention of COVID-19, Tree Plantation. Celebration of Satarkata Janjagruti Saptah during 26 October to 1 November 2021 for Strengthening Democracy. Vachan Katta in adopted Village, Khadka. Celebration of Consumer day, competition on Patriotic song and Dance, Poster and rangoli Competition on Patriotism

Environmental Consciousness:

Environmental issues are discussed with the students of first year and the course of Environmental studies is introduced by the University in the curriculum. Tree Plantation, Campaign on My Earth - (8 Dec 2021), Mazi Vasundhara, Mazi Jababdari. Prepared seed balls and dropped in nearby areas through Students and Staff. One Day National Conference on Recent Trends in Environment and Biological Sciences is organized on 22 March 2022.

Responsibility and Duties:

Students and teachers were encouraged not to use plastic.

The Institution has been taken maximum efforts to ensure safe environment in the College. Cleanliness Week is organized during 1 August to 15 August 2021.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.pkkotecha.org/2022/719DetailsofActivities.pdf
Any other relevant information	NIL

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

During this year college organized following activities:

On 21st June 2021 International Yoga day, 15th August 2021- Independence day, 26th January 2021- Republic day, 1st May 2022- Maharashtra day (Labor Day), 1st August 2021 -Lokmanya Tilak Death anniversary and Annabahau Sathé birth anniversary, 2nd October -Mahatma Gandhi and Lal Bahadur Shastri birth anniversary , 24 September 2021 celebrated as foundation of NSS day, 15 October 2021 Dr.APJ Abdul Kalam Birth Anniversary celebrated as Vachan Prerana

Din. 30 October 2021, Satarkata Janjagruti Saptah is celebrated by taking pledge for Strengthening Democracy, 31st October 2021, Birth anniversary of Sardar Vallabh Bhai Patel is celebrated , 26 Nov.2021 celebrated as a Constitution Day, 6 Dec.2021 celebrated as a Mahaparinirvan Din of Dr.Babasaheb Ambedkar , 3 rd January 2022 Savitribai Phule Birth Anniversary ,12th January 2022 Swami Vivekananda birth anniversary is Celebrated as National Youth Day and Rajmata Jijau Bhosale Birth Anniversary etc.National Voters Day is celebrated on 25th January 2022,The above Programs are organized by arranging the lectures of eminent personalities, Essay competitions, Patriotic song competitions, Fancy dress competitions etc. It boosts the patriotism and the qualities of leadership among students to build better society and stronger nation, with national character.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice I:

1. Title of the Practice: Inculcation of Ethical Values among students

2. Objectives of the practice: To inculcate spiritual ,ethical values and holistic approach among students.

3. The Context: The institution insists on arranging programmes to motivate students and generate conducive atmosphere to inculcate moral values in the campus.

4. The Practice: All the activities mentioned above are conducted by various committee.

5. Evidence of Success: A gradual shift is observed in the

attitude and behavior of students in terms of introspection, differentiation between right and wrong.

6. Problems Encountered and Resources Required: The programs require more funds.

Best practice II:

1. Title of the Practice: Book Review Competition by Library.

2. Objectives of the practice: To inculcate reading habit, decision making ability, subject knowledge and improve life skills among the students.

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: The best book reviews are published in college magazine.

5. Evidence of Success: In this activity student's participation is increased.

6. Problems Encountered and Resources Required: The students who are interested in literature mostly participated. In this Year 24 students Participated.

File Description	Documents
Best practices in the Institutional website	http://pkkotecha.org/About_Library.htm
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 programmes for the fulfillment of the vision.

1. Best N.S.S. volunteers: - Their activities and contribution are felicitated every year in annual prize distribution ceremony.

2. Introduction with Epoch Makers: - During this year, due to COVID-19 Pandemic the Institution has arranged online interactive sessions of the social change makers .

3. Promoting Eco-friendly attitude: - Eco-friendly behavior and environmental awareness is developed through activities like Guests invited on various occasions are felicitated with the plants. Seed bank project, tree plantation, water harvesting, VermiCompost, Solar Panels, Solar water heater, Solar Lights, Soak pits etc.

4. Measures to tackle social evils (restrain): The institution is committed to restrain a few of social evils by arranging activities like Anti-addiction day, Importance of vaccination etc.

5. Teachers' individual donation for prizes: - Some of our teachers' have deposited money for the sake of felicitating students for their achievements.

6. Charity Practices: - Some of our faculty members and even students are also involved with keen interest in the practice of charity acts.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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.

Syllabus Framing:-

- The University arranges syllabus framing workshops. Institution motivates teachers to participate in curriculum design workshops.
- The syllabi of add on courses have been prepared by respective departments of our College.
- For the effective implementation of the curriculum and to improve teaching practices, teaching materials and books are made available by the University and College.

Distribution of Syllabus:

- For the effective curriculum delivery, Heads of the Departments conduct departmental meetings time to time.
- The committee chairman prepares the time-table and concerned teacher prepares semester wise 'Teaching Plan'
- The copy of the syllabus is made available for the students on University website and College Library.

Effective Delivery of Curriculum :-

- Academic Calendar is prepared in the beginning of every academic year as per the curriculum.
- Progress reports about completion of curriculum are submitted through Head of the departments at the end of every semester.
- The IQAC monitors the feedback of the students regarding curriculum delivery which helps in incorporating remedial measures.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

The college adheres to the academic calendar for effectiveness of the process of teaching learning and evaluation. Meetings of staff are conducted at the beginning of every semester and as and when necessary by the Principal. An academic calendar highlighting schedule for admission procedure, commencing and closing dates of semester, schedule for examinations. Due to COVID-19 pandemic all lectures, internal examinations and academic activities were conducted through online and offline mode. Staff meetings are held regularly to discuss planning, organization and implementation of activities. The Principal assigns responsibility of preparing time table to head of the departments. The faculty prepares a teaching plan for effective implementation of syllabi at the beginning of the semester. The internal assessment on the basis of required number of tests is conducted by the college as per the directions of the University. The examination committee prepares the schedules of different tests. The subject-wise analysis of the results is submitted to the Examination Department.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://pkkotecha.org/Academic_Calender.htm

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of

A. All of the above

**Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

05

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

08

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional ethics: Most of Courses widely cover various professional ethics like Administrative Accountability, Leadership, Ethics, Social Responsibility, Policy Formation and Co-ordination.

Gender:The curriculum gives vital significance to the women empowerment, equality of woman at the local to global level. College organized various programs to address cross cutting issues through Path Nattya (Street Play) ,Guest lectures, Workshops on gender sensitization for students.In Business Entrepreneurship women business leaders have been focused which motivates gender equality and create confidence among the girl student to tread the path created by such personalities.

Human Values:The curriculum of Human Resource Management, Modern Banking & Financial System, General Knowledge, Entrepreneurship Development etc addresses human values, empathy, compassion, cooperation, sympathy, duties and rights which are mentioned in Indian Constitution.

Environment and Sustainability:The University has made environmental studies and Practicing Cleanliness-Audit Course as a compulsory subject at UG and PG first year students respectively. Department of Botany and Zoology promotes Vermi Compost and Seed Bank Project. The College undertakes the green audit, Energy audit and Environmental audit every year. Environment Awareness committee organizes various activities such as plastic eradication, tree plantations, rain water harvesting etc. The institution installed solar street lights and solar power grid plant.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

09

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

277

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the	A. All of the above
--	----------------------------

institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.pkkotecha.org/2022/142Feedback_AnalysisReport.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.pkkotecha.org/2022/142Feedback_AnalysisReport.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

700

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

496

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The mechanism of identifying slow and advanced learners through bridge lectures.

For slow learners following support activities are practiced:

- Teachers provide soft copies of notes by Google class room, WhatsApp etc.
- Slow learners are motivated to participate in various curricular, co-curricular and extracurricular activities by offering them moral support and necessary guidance.
- Teachers regularly interact with students and provide counseling to improve their performance in study and extracurricular activities.
- Guardian teacher talks with their parents to make the interaction more effective and result oriented through student teacher guardian Cell.
- Individual academic counselling is done.

For advanced learners following support activities are practiced:

- Central Library provides book bank facilities. Open access to E- books and journals are made available to students.
- The institute arranges expert guest lecturers to focus on learningopportunities.
- Students are motivated to participate in webinars and to takeadmission in Certificate Courses run by the college.
- Students are motivated to participate in research activitieslike Avishkar.
- Students are motivated to appear for competitive examinations suchas NET/SET/Staff Selection (SSC)/Banking/ MPSC/UPSC etc.

- Mentors motivate the students to watch subject related You tubevideos and motivate to join SWAYAM Courses.

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
700	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Efforts are made by the college to make the teaching learning process student-centric through experiential learning, participative learning and problem-solving methodology-

Experiential Learning: Poster Presentation, PPT Presentation, Essay and Book Review Competitions are arranged. Subject teachers provide educational videos, film shows, educational visits etc. Women Entrepreneur certificate course is the platform for experimental learning. Most of the practical courses, small projects avail experiential learning.

Participative learning: Students are participated in extracurricular activities such as Essay writing, Group discussion, Tree plantation, Village adoption, Swatchh Bharat abhiyan etc. They participated in Webinars and Online Gathering. This avail them opportunity for extracurricular talent. Participative learning is also provided to students through NSS and NCC. Students contribute in Padam Magazine by writing their articles and poems.

Problem Solving Methodology: Practicals of Science, Commerce and Languages develop logical thinking among the students. Some

departments assigned Project work to the final year UG and PG students to solve specific problems and develop their understanding of the processes of scientific and literary research within their particular discipline. Free internet access for the students are available in the library. Students formulated their own problem-solving methods while working on projects for Avishkar.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use various ICT enabled tools for effective teaching and learning process such as Desktop, Laptops and Smart Phone, PPT presentation, Video Clips, White boards, Computer Laboratory, Commerce Laboratory and Language Laboratory, Google Class Room, Whatsapp group, YouTube, Interactive board, LCD Projector, Subject specific softwares , Digital camera, Pen drive, Printers etc. Four classrooms and one seminar hall are well equipped with projectors and other ICT teaching tools. Teachers use E journals, E- books, E-shodhsindhu and online data base for effective teaching. All departments are IT enabled with internet, WIFI and LAN connectivity.

During this year due to COVID-19 pandemic all Teachers used online teaching -learning platforms like Zoom App, Google Meet and Team link. Eye-catching Info-graphics are also used to present data in colorful and attractive way. Brainstorming is used through Google in which every student in group shares their ideas and thoughts to solve any technical or commercial problem. Google class room helps for high quality lessons and flexibility which enhance students' motivation, creativity and their involvement which ultimately increases self-confidence in students. Teachers and Students can interact (learn, discover, collaborate, create and share) in a safe, healthy and co-operative environment.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

10	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
454	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<ul style="list-style-type: none"> • Internal examination schedule is communicated to students through academic calendar. Time table of the internal test is prepared by examination committee and displayed on notice board, college web site and students WhatsApp groups. • The internal assessment process is also communicated to the students by the respective faculty in the introductory lectures. • Continuous internal evaluation of the students is adopted by institution that includes written tests, seminars ,group discussion,tutorials ,practicals and internal oral exam. • Examination Committee strictly follows the transparency in the internal evaluation. As per the guidelines of KBC North Maharashtra University, Jalgaon, in first semester college conducted internal examinations online 	

mode because of pandemic situation of COVID-19 while second term examinations in offline mode.

- As per the rules and regulations of university, college conducted special examination sessions for the students who suffered from COVID-19.
- Internal examination marks are displayed on notice board.
- It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation.
- In case of queries regarding marks, students contact to respective subject teachers. Their queries and grievances are solved by the examination committee.
- Internal marks are submitted to the University in stipulated period.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Mechanism to deal with examination related grievances is as follow:

- The grievances of the students related to examinations are addressed at College and University levels depending upon the nature of the grievances.
- The college level grievance redressals regarding evaluation are attuned by the college examination committee.
- Discrepancies in name and subjects are resolved by examination committee, if any.
- Students remaining absent for practical/oral examination on some other ground (Medical, N.S.S., Sports, Participation in universities competitions) are given an opportunity to take up the exam as per KBC NMU Jalgaon rules and regulations.
- If any grievance regarding marks obtained in internal exam, students concern to subject teachers for the corrections. The subject teacher deals with the students problem regarding evaluation and marks if the student is not satisfied the matter is placed before the Head of department.

- Grievances associated with the internal examination are taken up immediately and resolved.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- At the beginning of every academic year, every subject teacher conveys course outcomes to students in his introductory lectures.
- Every course has specific set of objectives which are approved by the Board of Studies of the KBC North Maharashtra University Jalgaon. Course outcomes of the subject are designed according to objectives of the respective subject.
- The copies of the syllabi are kept in the central and departmental library of the college for students and also available on university website.
- The learning outcomes for programmes are clearly stated in syllabi which are equipped with preparing the students to become graduates/ post graduates. The learning outcomes may vary from course to course but in general, they are to impart the sound theoretical knowledge of the subject and application of the knowledge in actual situation.
- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution's website for reference.
- In the practical courses program and course outcomes are also described by respective teachers through the experiments.
- Charts of COs and POs are displayed in Departments, Laboratories and library for the awareness of teachers and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://pkkotecha.org/POs_PSOs_COs.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The strategy of measuring attainment of POs, PSOs and COs is described below:

- The method of measuring attainment of POs, PSOs and COs of students include tests, tutorials, seminar presentation, objective questions, home assignments, viva-voce and projects.
- The progress of the students is continuously monitored by the subject teachers through the practical sessions which will also help to know the level of COs attainment.
- College organizes various programs such as exhibitions, debate, elocution, drama, book review, quiz competitions, freshers' day, send-off function, teachers' day, Shardsav (cultural activity), annual gathering, sports meet, Avishkar competition etc.
- Placements, self employment, entrepreneurship status and social initiative of the students show the result of Cos and Pos as stated by the institution.
- The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating students' attainment of COs and PSOs of specific course.
- Result analysis and student feedback helps to measure the attainment of COs.
- After completion of degree, students attend various on campus and off campus interviews and their successful placement shows attainment of Cos and Pos.
- The progress of the group of students is monitored by the mentor-teacher. The mentoring helps to decide COs attainment level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

176

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://pkkotecha.org/2022/Annual_Report_2021-22.pdf

2.7 - Student Satisfaction Survey

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

<http://www.pkkotecha.org/2022/SSS2021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

07

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Presently the institution has no incubation center so far, but initiatives for creation and transfer of knowledge are taken as Internet facility, OPAC, NRC helps to transfer of knowledge. Inter loan library facility is also available. Add on courses such as Certificate Course in Human Rights, Women Entrepreneurship, Dress Making, Basic Beauty Parlor, GST, Certificate and Diploma Course in Communicative English which helps to initiate and transfer of knowledge. The college has Vermi Compost Plant. It transfers a message to our youth. It not only aims to earn money but also to aid society by providing good quality of organic manure for sustainable agro practices. There are 07 research guides recognized by KBC North Maharashtra University, Jalgaon under them 09 students doing Ph.D. degree. During this year the faculty attended 92 Webinars/Seminars/Conferences and presented 16 papers. Five research papers published in reputed journals and 09 research papers published in proceeding. Eleven Teachers participated in Faculty Development Programmes. Almost all faculty members present and publish their research work and disseminate their subject knowledge in various seminars and conferences. For sake of convenience and to upgrade themselves small projects based on curricula as well as subject knowledge are given to third year students in groups.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
00	
File Description	Documents
URL to the research page on HEI website	http://pkkotecha.org/Consultancy_Services .htm
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
05	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
11	

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution organizes most of the Extension Activities every year through NSS unit, Yuvati Sabha, Student Development and Alumni Association. These bring the students and teachers in close contact with the neighborhood community. It generates awareness among the students regarding social issues and helps to develop holistic atmosphere.

Activities such as Yoga Day, Freedom Run, Swayamsiddha Abhiyan, Personality Development Workshop and Corona Vaccination bring health awareness.

Students are involved with the neighborhood community on social issues through the activities such as, Mazi Vansundhara Campaign, Green Earth Campaign, Celebration of Sanvidhan Din, Voters Day, Swatantracha Amrut Mahotsav, Shahid Din, Tree Plantation, Vachan Katta, Online lecture, Fulalere Skhan Mazya Collegeche, Yuvarang, Myself and my Bank Transaction which develop social accountability and responsibility.

Gender issues such as Celebration of Women Day, Corona Mahila Yoddha felicitation that created social justice and gender equity. These activities were conducted in collaboration with GOs and NGOs.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year

05

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1090

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

02

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute has adequate infrastructural facilities for teaching and learning. There are 23 classrooms and 01 seminar hall. They are quite spacious, ventilated and well lighted. The academic session is so framed that our classrooms and laboratories are occupied from morning till evening. There are 13 laboratories which are adequately equipped. There is a library having the required text books and reference books. Reading room facility for students with a seating capacity of 75 students is available. The NRC centre is available for students in the campus. There is a seminar hall equipped with LCD projector, white board and internet facility and a cultural hall with a seating capacity of around 500 students. Botanical garden with a variety of plants, shrubs and trees along with variety plantation on the campus enhances the beauty of the campus. Some of the specialized facilities are- Inverter, Vermi composting unit and Xerox facility. In addition, some of the departments have a separate departmental library to provide subject related books. Most of the departments have independent computer facility. Facility of these computers is made available to the students as and when required. There is wheel chair and ramps facility for the differently-abled students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pkkotecha.org/Laboratories.htm

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The facilities available in the college for sports, games and cultural activities are as follows:

- There is a gymkhana with the area of 550 sq. ft. It is established in the year 1990. The indoor games such as chess, carom, table tennis etc. are played here. A playground in the campus with an area of 1400 sq. m. is established in the year 1990. There is a basketball court

on the ground. Students play games like basketball, volley ball, football, Cricket, Kabaddi etc.

- There is a playground of the sister concern school established in the year 2001 with an area of 660sq.m. This ground is used by the college on specific occasions like Annual gathering sports competitions.
- There is a well equipped gymnasium established in the year 2003 and having an area of 918 sq. ft. Students of the college along with women in the adjacent vicinity utilize this facility.
- For the various cultural and other activities taking place in the college, there is a cultural hall with an area of 3600sq.ft established in the year 2007. The stage having an area of 1240 sq. ft. is used for the annual gathering .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pkkotecha.org/Gymnasium.htm

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

08

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.pkkotecha.org/2022/413ICT_enabled_Rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.10968

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The Library Advisory Committee chaired by the Vice-Principal is composed to monitor the working of the library. It helps in smooth and speedy functioning of the Library activities. The major responsibilities of the Committee are to decide the policies regarding the budget allocation, purchase of books, infrastructural needs, library services etc.

- Library is partially automated using Library Management System.
- The version of the software is LIB-MAN, VB.mysql.
- Since 2012 LIB-MAN software is used in the central library. From 2020-21 cloud base management system is used.
- Accession books register, Issuing book register, Students physical attendance register are maintained in different forms manually.
- The College Library provides open access to Post Graduate students. The College Library maintains its day to day records by library staff members.
- Mostly acquisition and cataloging, circulation and OPAC are operated through computerized facilities. One node is open for the students to use OPAC facilities. Another node is for the administrative facility in the library.
- Our Library maintains question papers of previous examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://pkkotecha.org/Library_Services.htm

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above
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File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.65550

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

10

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

4.3 - IT Infrastructure

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

There are 86 Computers with internet connectivity. Most of the departments are furnished with computer and internet facilities. Every laboratory in college is equipped with Computer. The ICT Class room and Smart Classroom are equipped with LCD Projectors for effective teaching-learning. The computers in the computer science, Commerce and Management and Language Laboratories have Internet with High-Speed LAN. From 2019-20 college has 100MBPS optic fiber broadband internet connection.

Computer Science Lab and administrative building have Wi-Fi network.

The College has Microsoft Campus Agreement.

The college uses different licensed software for Academic and Office work.

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

4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

27.31246

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Laboratory: The College has 13 laboratories. Optimum utilization of laboratory resources is ensured by the vice principal, department heads and laboratory assistants for the whole semester. Laboratory equipment is maintained by hired technicians as and when required.

Library: The Library Advisory Committee deliberates on the budgetary allocations, evaluates the previous year's library activities and proposes new services for the current year. The College Library maintains its day to day records by library staff members.

Sports Complex: The College has Gymkhana Department and Sports committee. 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 computers. Annual maintenance contract is also done for maintenance of computers 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 time table is prepared before the commencement of academic year where class room wise schedule is clearly stated.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

425

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	NIL
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

212

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

212

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

07

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

64

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

09

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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, Youth Festival, Annual Gathering, Azadi ka Amrut Mahotsav 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. Student council is dedicated to enriching the 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 Shardsotsav, 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, "Swayamsiddha Abhiyan" 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.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

On 26 Sept. 2021 new executive body was elected. Newly elected body was dedicated to work for development of institution through various support services and contribution of financial support.

Every year Alumni Association conducts various activities for the guidance to new students, progression of alumni students and for society also. Programs and activities conducted during this year are as follows,

- Quiz competition on the occasion of "Navratri Utsav" organized from 07 to 15 Oct. 2021.
- In collaboration with Avdaitanand Fitness Studio, Bhusawala music program "Padava Madhyany Maifil" was

organized on the occasion of Diwali on 03/11/2021.

- the experience sharing Program "Fulale re kshan Majhya College che" was conducted online on 13/12/2021.
- Special workshop was conducted for present students, women from community and alumni to guide about all types of bank transactions, "Myself and My Bank Transactions". This workshop was conducted by RajeshriBhalerao, Treasurer of Kotechian`s Alumni Association on 27/02/2021.
- In this academic year 24 Ex-students were joined as new life members, and 166 as annual members of Kotechian`s Alumni Association. The fund collected against life membership and annual membership fees during 2021-22 is Rs,41000/-

File Description	Documents
Paste link for additional information	http://pkkotecha.org/Alumni.aspx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:Enrichment of Women through Quality Higher Education for better Society and Stronger Nation.

Mission:Providing Quality Higher Education to the women to equip them with modern views and knowledge along with social commitment and to bring them to the main stream for building better Society and Stronger Nation.

The Vision and Mission are in tune with the policies of UGC and

KBCNMU, Jalgaon and the policies of central and state government regarding higher education. The college is governed by Shri. Saraswati Vidya Prasarak Mandal, Bhusawal. Management, the Principal and the faculty jointly work on policies and plan. These are implemented in collaboration with CDC and IQAC.

At beginning of every academic year, IQAC prepares perspective plan. The Principal and IQAC conduct meetings with staff and students from time to time. Stake holders have open access. They can communicate with the Principal, Staff and Management directly. As per the plan, new courses are introduced time to time.

During the year around 29 committees are constituted in which the whole teaching staff is involved. The teachers supported administrative and academic activities. Some of important committees are IQAC, Examination Committee, Gathering and Ceremony Committees, Yuvarang, Grievance Redressal, Anti-ragging Committee, ICC, Covid-19 Preventive Measure Committee etc.

File Description	Documents
Paste link for additional information	http://pkkotecha.org/default.aspx
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case Study: Reformation of CDC

As per directives of new university act w.e.f. from Jan 11, 2017 (97-1) the institute has reformed its College Development Committee in 2021-2022. It approximately shows decentralization of participative management in the institution in practice. College Development Committee comprises overall 15 members from variety of sectors in it.

The President and the Secretary of the Sanstha are by default Chairman and Secretary of CDC. One head of the department is nominated by the Principal. Three teachers from the staff are incorporated through the election method. One non teaching employee is also adopted. Four local members from four different field such as fields of education ,industry, research and social services are nominated by the management. IQAC

coordinator and Principal are by default the members. President and the Secretary of the college Student Council also are the members but their membership is only for a year. Rest of thirteen members in their different capacities mentioned above contribute in sustaining and enhancing quality in higher education in the institute for five years tenure. CDC meetings are scheduled four times in an academic year. Agenda and minutes of the meeting are maintained in agenda and Proceeding Books.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per perspective plan ,IQAC of the college organized NAAC Sponsored One-day Online State-Level Seminar on "Emerging Trends in Research, Development and Methodology"on 17th May 2022.The seminar was inaugurated by Prof V.L Maheshwari, Hon. Vice-Chancellor KBC North Maharashtra University, Jalgaon. The president of the function was Hon. Dipesh M.Kotecha, a Member of Shri Saraswati Vidya Prasarak Mandal. The principal of the college, Dr. Mangala Sabadra welcomed all the guests and delegates. The organizing secretary of the seminar Dr. J. V. Dhanvij stated the objectives of the seminar.

In the first session of the seminar, Prin. Nandkumar S. Nikam, Secretary, ShirurShikshanPrasarak Mandal, Shirur, Pune delivered keynote address.Thereafter, Principal Dr. Sanjay Kharat, Progressive Education Society, College of Modern Arts, Science and Commerce, Pune, guided the participants on the topic "Changed Goal Post NAAC Reaccreditation Process". After that, Dr. R. M. Chitnis, Vice-Chancellor, MIT World Peace University, Pune, provided guidance on "Creating a Research Culture and Enhancing Research Coefficient".

In the second session of the seminar, Prof.Dr. Jagdish Patil was the chairman of session. In this session participants from various colleges presented their research papers. Around 124 degates participated in this events.Finally,Vice -Principal Y.D.Desale rendered the vote of thanks.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.pkkotecha.org/2022/621Deploymentdocument.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

General body of Shri Saraswati Vidya Prasarak Mandal's, Bhusawal is the parent trust that runs Smt. P.K.Kotecha Mahila Mahavidyalaya, Bhusawal.

The executive committee of the college functions under the directives of Shri SSV Mandar.

Administrative Setup:

Principal is assisted by Vice-Principals, Head of the Departments, teaching and non teaching staff.

College Development Committee and IQAC plan and deploy the practices and activities to seek growth and overall development of the institution.

Librarian and Physical Director are supported by the staff. They work in co-ordination with the Principal. Office Superintendent is assisted by the non-teaching staff. Students have direct approach to the Staff and Principal.

Appointment and service rules:

Appointments are carried out in two different ways. Permanent posts are filled by the Government of Maharashtra according to the norms of the University and UGC. Temporary posts are filled by the Management according to the norms of the University and UGC.

For the service conditions and rules, the college follows guidelines laid down by KBCNMU, Jalgaon and Government of Maharashtra.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	http://pkkotecha.org/Administrative_Structure.htm
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has different welfare schemes for Teaching and Non teaching staff. The list is as below.

Teaching Staff: 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 (L.T.C.)8. Faculty Improvement Programme (F.I.P).

9. Medical Leave.10.Duty leave.11. Gymnasium.12.Gratuity

Non Teaching Staff: 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 (L.T.C.).8. Earned Leave (E.L.). 9 Duty leave.

10. Gymnasium. 11. Gratuity.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has Performance Appraisal System for Teaching and Non Teaching Staff. The system includes Performance Appraisal format developed by the Government of Maharashtra.

The concern authority verifies all the data included under various headings. The authorities convey their observations in oral form to the concern faculty and attempts are made to improve their performance. Faculty is regularly motivated to undertake the activities for Career Advancement such as participation in training programme, Workshops, Seminars, Conferences, Refresher and Orientation Courses etc. Performance appraisal is also carried out at the time of career advancement. KBCNMU has its own mechanism through a website to update the teachers' profile. Every year the College prepares each department's workload for submission to the Joint Director, Higher Education Division, Jalgaon. Each year appraisal of the administrative staff is taken in the standard format provided by Government of Maharashtra which is reviewed by the Office Superintendent and then the Principal. The authorities convey their observations in oral form to the concern staff and attempts are made to improve the performance.

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

6.4 - Financial Management and Resource Mobilization

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

Internal Audit:

Shri Saraswati Vidya Prasarak Mandal, Bhusawal has appointed chartered Accountant as an internal auditor. He examines the details of fees deposited, expenditure, vouchers etc. and on this basis he provides income and expenditure statement and balance sheet of the year. Audited financial statements and its reports are obtained at the end of every year. They are discussed and approved in the Annual General meeting in the month of September.

External Audit:

1. Joint Director: It is done every year.
2. B.C. Scholarship audit: It is undertaken by social welfare department.

3. NSS and Student Welfare Scheme audit: It is undertaken by the university
4. Examination and Earn and Learn Scheme Audit: It is undertaken by the university. If there is objection to the way funds are utilized, such accounts are withheld from final instalment. Similarly, if the funds are not utilized as per the rules of funding agencies, the funds have to be refunded with interest specified by agencies.

During this year there is no major objection. Queries are cleared time to time through interface meetings.

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

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

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

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institution has strategies for mobilization of the funds -

The College receives grant-in-aid from the Maharashtra government and a variety of special purpose funding from bodies like the UGC and NMU, Jalgaon. Grants received for Minor Research Projects from funding agency are used for the same specific purpose. This year the college received no grant from

any of the funding agencies.

The other regular source of income is students' fees such as add-on courses; self-finance courses, grantable courses, and general breakage fees. Scholarships and Free ships from the Government are periodically received and the share of Tuition Fees and other College fees get deposited in the Bank Account of the College. The Annual Budget reflects the establishment expenditure including, salary and non salary components. The College has well defined procedures for allocation of funds to various segments of the College.

The utilization of additionally generated funds by the institution from above sources is done for students and staff welfare activities, infrastructural maintenance, organization of programmes, payment of non grant teaching and non teaching staff etc.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

For institutionalizing the quality assurance strategies and processes, IQAC of the college take efforts by all means. In this regard two of the practices are dealt with as below:

1. Formation of "Think Tank Group:

A) IQAC took the lead and inspired the newly recruited and young teachers to form their group entitled as "Think Tank Group". The group leader of "Think Tank" is one of the senior teachers. Members of the group periodically conduct meetings. The group members bring out novel ideas and suggest new practices to be practiced in and out of the campus for students, teachers and society. The group also discuss recent changes in the field of education and the need for joining faculty development programmes for their upgradation.

B) Celebration of Independence Platinum Jubilee:

Institution celebrated Independence Platinum Jubilee on 21-22 March 2022. It was celebrated jointly by Think Tank Group and Ceremony Committee. Activities such as Deshbhaktipar Poster Exhibition, Rangoli, Singing and Dance Competitions were organized. Moreover renowned speaker Shri. Jaydeep Patil, Nobel Foundation, Jalgaon was also invited to interact with the students, teachers and parents. Students winning in the competition were given prizes through the hands of Directors and the President of the institution. Almost more than 100 participants enjoyed the event at large.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1zNZoEecEjp6oNseihaKBAJxmh3IMND6q/view
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two examples of institutional reviews and implementation of a teaching-learning reforms facilitated by the IQAC are as below:

A) Upgradation of Teachers:

IQAC of the institution is keen in bringing about a reviews and implementation of its teaching-learning reforms by various means. To bring in effectivity in a teaching and learning, it regularly motivates its faculty to join professional development programmes, short term courses, refresher courses etc. During this year total 11 teachers took benefit of FDP.

B) Promotion of Values among students:

IQAC reviews learning outcomes a by conducting various activities at periodic intervals. Along with scores and grades sought in University exams, it attempts to imbibe moral values among students so that learners should develop love for society and the nation. A holistic approach is advocated as it is a regular practice. Eco-friendly atmosphere is maintained in the campus. Water Conservation, Vermi-compost, Solar plant in the campus is run in the interest of society. Importance of cleanliness and the beautification of a campus are regularly

observed. The concept of a "Plastic Free Campus" is employed. Celebration of Platinum Jubilee of Independence in the interest of nation to create feeling of patriotism among students.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://pkkotecha.org/2022/Annual_Report_2021-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Various programs on health and mental issues are organized to equip the girl students with physical strength and mental poise to face the undesired situation.

During this year following activities were conducted such as Lecture on Thought of Dr.Babasaheb Ambedkar about women, Celebration of Women day, Swayam Siddha Abhiyan, Personality Development Workshop by Yuvatisabha, Program on Beauty and Healthcare , Lecture on Cancer awareness and Career Opportunity, Lecture on POCSO act and Sexual abuse.

Facilities are provided for women:

1. Safety and Security:

Security guard appointed on main gate. Faculty in the capacity of hostel in-charge is deputed. Installation of CCTV Cameras for surveillance is done, Group insurance of students, Vaccination Camp was organized for student and staff in the campus. Fire Extinguisher, First aid boxes are available in Laboratories.

2. Counseling:

Career and Guidance Cell offers counseling regarding career planning, career development and job opportunities, Counseling regarding gender specific issues are provided. Counseling on Awareness about Tobacco free Health is done by posters to the people in nearby area by NSS department. Institute has counseling Centre. Awareness about not to use plastic

3.Common room: Common room is available for girl students with necessary furniture. A separate sanitary unit is provided.

File Description	Documents
Annual gender sensitization action plan	http://www.pkkotecha.org/2022/711GSPlan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.pkkotecha.org/2022/711SpecificfacilitiesforWomen.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the

B. Any 3 of the above

**Grid Sensor-based energy conservation
Use of LED bulbs/ power efficient
equipment**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Dust bins Kept at various places.Unused waste is carefully transferred in Municipal Council Vehicles. Scraps and Newspapers are sold to recycling agencies. Incinerator is installed in the common room and hostel for proper disposal of sanitary pads.

Liquid waste management: Waste water is drained in soak pit. The waste water generated from R.O.unit is used for watering the plants. Extremely hazardous chemicals are not used in the laboratories. Liquid waste is diluted before draining in soak pits.

E-waste management: - Non-working laboratory equipment's and batteries etc are sold as scrap materials. If some parts are useful in other systems, they are kept aside for future use.

Waste recycling system:

Organic wastes and Garden waste (linter) are collected, segregated and then converted into bio fertilizer by the vermi composting plant. After that it is harvested and used for the plants on the campus and it is also available for stakeholders. It enhances eco friendly atmosphere in the college premises.

Hazardous chemicals and radioactive waste management:

If Hazardous Chemicals are used, these are diluted with water and then passed in the soak pit. Radioactive material is not used in the laboratories.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

The College celebrates various National festivals, organizes lectures and various events so as to create feeling of oneness, harmony among the students and try to carry same spirit into the last man of our adopted village of NSS camp also.

Following programs are organized to achieve this noble goal:

- Awareness about Tobacco free Health, Yuvarang (Youth festival), Vaccination program for prevention of COVID-19, Vachan Katta in Adopted Village by NSS and KBCNMU, Jalgaon, Campaign on My Earth -(8 Dec 2021), Tree plantation etc.
- Celebration of International Women Day, Felicitation of Women Corona Fighters, Voters day, Constitution day and International Yoga day, Program on Azadi ka Amrut Mahotsav, Celebration of Shardotsav, Guidance on Mazi Vasundhara Mazi Jababdari.
- Various departments of the college organize speeches on different topics in order to sensitize students.
- Hindi and Marathi Week were celebrated.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Patriotism:

Celebrating Independence Day, Republic Day, Maharashtra day, Martyrs day, National Unity Day. Organized various Program on Azadi ka Amrut Mahotsav.

Civic Sense:

Inculcation of civic sense in student, we celebrate National Voters day, Human Right day, Constitution day (Savindhan Divas), Awareness about Tobacco free Health, Vaccination camp for prevention of COVID-19, Tree Plantation. Celebration of Satarkata Janjagruti Saptah during 26 October to 1 November 2021 for Strengthening Democracy. Vachan Katta in adopted Village, Khadka. Celebration of Consumer day, competition on Patriotic song and Dance, Poster and rangoli Competition on Patriotism

Environmental Consciousness:

Environmental issues are discussed with the students of first year and the course of Environmental studies is introduced by the University in the curriculum. Tree Plantation, Campaign on My Earth - (8 Dec 2021), Mazi Vasundhara, Mazi Jababdari. Prepared seed balls and dropped in nearby areas through Students and Staff. One Day National Conference on Recent Trends in Environment and Biological Sciences is organized on 22 March 2022.

Responsibility and Duties:

Students and teachers were encouraged not to use plastic.

The Institution has been taken maximum efforts to ensure safe environment in the College. Cleanliness Week is organized during 1 August to 15 August 2021.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.pkkotecha.org/2022/719DetailsofActivities.pdf
Any other relevant information	NIL

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and

B. Any 3 of the above

conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

During this year college organized following activities:

On 21st June 2021 International Yoga day, 15th August 2021- Independence day, 26th January 2021- Republic day, 1st May 2022- Maharashtra day (Labor Day), 1st August 2021 -Lokmanya Tilak Death anniversary and Annabahau Sathé birth anniversary, 2nd October -Mahatma Gandhi and Lal Bahadur Shastri birth anniversary , 24 September 2021 celebrated as foundation of NSS day, 15 October 2021 Dr.APJ Abdul Kalam Birth Anniversary celebrated as Vachan Prerana Din. 30 October 2021, Satarkata Janjagruti Saptah is celebrated by taking pledge for Strengthening Democracy, 31st October 2021, Birth anniversary of Sardar Vallabh Bhai Patel is celebrated , 26 Nov. 2021 celebrated as a Constitution Day, 6 Dec. 2021 celebrated as a Mahaparinirvan Din of Dr. Babasaheb Ambedkar , 3 rd January 2022 Savitribai Phule Birth Anniversary , 12th January 2022 Swami Vivekananda birth anniversary is Celebrated as National Youth Day and Rajmata Jijau Bhosale Birth Anniversary etc. National Voters Day is celebrated on 25th January 2022, The above Programs are organized by arranging the lectures of eminent

personalities, Essay competitions, Patriotic song competitions, Fancy dress competitions etc. It boosts the patriotism and the qualities of leadership among students to build better society and stronger nation, with national character.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice I:

- Title of the Practice:** Inculcation of Ethical Values among students
- Objectives of the practice:**To inculcate spiritual ,ethical values and holistic approach among students.
- The Context:** The institution insists on arranging programmes to motivate students and generate conducive atmosphere to inculcate moral values in the campus.
- The Practice:** All the activities mentioned above are conducted by various committee.
- Evidence of Success:** A gradual shift is observed in the attitude and behavior of students in terms of introspection, differentiation between right and wrong.
- Problems Encountered and Resources Required:** The programs require more funds.

Best practice II:

- Title of the Practice:** Book Review Competition by Library.

2. Objectives of the practice: To inculcate reading habit, decision making ability, subject knowledge and improve life skills among the students.
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: The best book reviews are published in college magazine.
5. Evidence of Success: In this activity student's participation is increased.
6. Problems Encountered and Resources Required: The students who are interested in literature mostly participated. In this Year 24 students Participated.

File Description	Documents
Best practices in the Institutional website	http://pkkotecha.org/About_Library.htm
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 programmes for the fulfillment of the vision.

1. Best N.S.S. volunteers: - Their activities and contribution are felicitated every year in annual prize distribution ceremony.

2. Introduction with Epoch Makers: - During this year, due to COVID-19 Pandemic the Institution has arranged online interactive sessions of the social change makers .

3. Promoting Eco-friendly attitude: - Eco-friendly behavior and environmental awareness is develop through activities like Guests invited on various occasion are felicitated with the plants. Seed bank project,tree plantation ,water harvesting,VermiCompost, Solar Panels, Solar water heater, Solar Lights, Soak pits etc.

4. Measures to tackle social evils (restrain):The institution is committed to restrain a few of social evils by arranging activities likeAnti-addiction day, Importance of vaccination etc.

5. Teachers' individual donation for prizes: - Some of our teachers' have deposited money for the sakeof felicitating students for their achievements.

6. Charity Practices: - Some of our faculty members and even students are also involved with keeninterest in the practice of charity acts.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

At the beginning of academic year 2022-23 following perspective plan is prepared

- o To plan to be offered skill-oriented courses to students through online and/or distance mode.
- o To organize Seminars/Conferences/Workshops through online/offline mode.
- o To organize faculty development programme/training programme for teaching and non-teaching staff.
- o To conduct the collaborative extension activities with GOs/NGOs.
- o To plan activities to strengthen SC/ST/OBC students underEqual Opportunity Cell.
- o To create Research Culture and to enhance Research Quotient in the campus.
- o To upgrade Commerce and Language laboratory.