



YEARLY STATUS REPORT - 2022-2023

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://www.pkkotecha.org/iqac/AQAR2021-22.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 and Department of Mathematics	Financial Assistance for Organizing Seminar/Conference	KBC North Maharashtra University, Jalgaon	2023	25000.00
Yuvati Sabha	Financial Assistance for Organizing Workshop (Atmanirbhar Yuvati Abhiyan)	KBC North Maharashtra University, Jalgaon	2023	15000.00
Student Development Department	Azadi Ka Amrit Mahotsav (Advantages of Digital India)	KBC North Maharashtra University, Jalgaon	2023	15000.00
Student Development Department	Azadi Ka Amrit Mahotsav (Sustainable Development)	KBC North Maharashtra University, Jalgaon	2023	7500.00
Sports & Physical Education Department	Azadi Ka Amrit Mahotsav (Marethon)	KBC North Maharashtra University, Jalgaon	2023	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 **Yes**

uploaded on the institutional website?

- 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 25000.00

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

- Organized KBC North Maharashtra University, Jalgaon sponsored One Day National Level Seminar on "Implementation of NEP-2020: Challenges and Opportunities for Educational Institutions"
- Feedback form of Students, Teachers, Alumni and Employers were prepared, collected and analyzed.
- Chemistry Laboratory recognized as a research center.
- Organized one day Training Program for Teaching and Non-teaching Staff on "Samvaad".

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

Plan of Action	Achievements/Outcomes
To Prepare Institutional perspective plan of academic year 2022-23.	Perspective plan of academic year 2022-23 of the Institution has been prepared and implemented accordingly.
To apply for Chemistry Research Laboratory recognition from University.	Research Laboratory Recognition Committee formed by the University visited to Chemistry department on 08/05/2023. University has granted recognition as a Research Centre for three years i.e. from 2022-23 to 2024-25 and after that it will be renewed.
To offer skill oriented courses	Department of Computer Science

<p>to students through online /offline mode.</p>	<p>has started Three Months value added course in Core Python Programming from Jan.2023 to Mar.2023. Total 16 students were admitted to this course.</p>
<p>Organization of Seminars/ Conferences / Workshops online/offline mode by various departments.</p>	<p>? IQAC and Department of Mathematics jointly organized National Seminar sponsored by KBC North Maharashtra University, Jalgaon on "Implementation of NEP-2020: Challenges and Opportunities for Educational Institutions" on 29/03/2023. Total 54 delegates were participated. ? Student Development Department organized Webinar for students sponsored by KBC North Maharashtra University, Jalgaon on "Sustainable Development" on 27/02/2023. Total 96 students were participated. ? Student Development Department conducted Workshop for students sponsored by KBC North Maharashtra University, Jalgaon on "Advantages of Digital India" on 18/03/2023. Total 84 students have benefitted. ? Yuvati Sabha organized KBC North Maharashtra University; Jalgaon sponsored six days Workshop for students on "Atmanirbhar Yuvati Abhiyan" from 20/03/2023 to 25/03/2023. Around 75 students were participated.</p>
<p>Organization of faculty development programme/training programme for teaching and non-teaching staff.</p>	<p>IQAC organized One day Training Programme for Teaching and Non-teaching Staff on "Samvaad" on 03/03/2023. 48 Teachers and 25 non-teaching staff were actively participated in this Training Programme.</p>

13. Whether the AQAR was placed before

Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	21/11/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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<p>13.Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
College Development Committee	21/11/2023

<p>14.Whether institutional data submitted to AISHE</p>
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Year	Date of Submission
2022-23	31/01/2024

<p>15.Multidisciplinary / interdisciplinary</p>
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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".

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 skills oriented courses

such as Communicative English, GST, Women Entrepreneurship, Basic Beauty Parlor, Nursery; Core Python Programming 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 of UG are CBCS pattern and it is implemented from 2018-19 and PG syllabi as per NEP and it is implemented from 2023-24. 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. During this year department of Computer Science has started Core Python Programming. IQAC and Department of Mathematics jointly organized National Seminar on "Implementation of NEP-2020: Challenges and Opportunities for Educational Institutions" 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):

As per the University circular, college made compulsory to First Year students to create ABC ID from this academic year 2022-23. 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. During this 2022-23 sport department organized Marathon Competition for students.

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, Core Python Programming 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 2018-19. 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, Department of Computer Science runs Certificate Course in Core Python Programming from this year.

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

2.1 665

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1200

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

File Description	Documents
Data Template	View File

2.3 213

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 17

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

Extended Profile

1.Programme

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

File Description	Documents
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2.Student

2.1	665
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1200
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
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Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	17
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	35.90722
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 college strictly follows the curriculum prescribed by the affiliating University.

The institution ensures effective curriculum delivery through action plan for effective implementation of the curriculum. Institution monitors the implementation of action plan and curriculum by conducting faculty meetings.

- Institution motivates teachers to participate in curriculum design workshops.
- After framing syllabus, the University uploads it on its website. The copy of the syllabus is made available for the students in College Library.
- The syllabi of add on courses have been prepared by respective departments of the 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.
- For the effective curriculum delivery, Heads of the Departments conduct departmental meetings and distribution of work load is allotted to the faculty.
- The concerned teacher prepares semester wise 'Teaching Plan'.
- The committee chairman prepares the master time-table of all courses and communicates to the staff members and students.
- Academic Calendar is prepared in the beginning of every academic year as per the curriculum.
- The institute provides all necessary infrastructural facility to teaching staff.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://nmu.ac.in/Student-Corner/Academics/Syllabi

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. 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. CIE is being monitored by an Examination Committee of the college for the smooth conduction, evaluation, and grievance redressal related matters. The internal examination schedule is published well in advance and students are informed about the same through notices circulated in the classrooms, social media groups. The students are well acquainted with evaluation methods, marking scheme and

weightage, and the nature of question papers during the commencement of the academic year. Faculty draws question papers keeping in view the POs and COs. After the assessment of answer scripts, the marks are shown to the students.

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)

01

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

16

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 Coordination.

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

288

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 from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.pkkotecha.org/2023/141_FeedbackAnalysisReport.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	C. Feedback collected and analyzed
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.pkkotecha.org/2023/141_FeedbackAnalysisReport.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

665

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

341

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 starts after the admissions. In introductory lectures, Question-Answer method helps the subject teachers to segregate the students into

slow and advanced learners. Teachers conduct bridge lectures. It helps to find out slow and advanced learners.

For slow learners following support activities are practiced:

- Subject teachers conduct extra practical sessions, lectures and revisions by keeping the students progress in mind.
- Teachers regularly interact with students and provide counseling to improve their performance in study.
- Guardian teacher talks with their parents to make the interaction more effective and result oriented through student teacher guardian Cell.
- Study material, question bank and home assignment are provided to the students.

For advanced learners following support activities are practiced:

- Central Library provides e-book facilities.
- The institute arranges expert guest lecturers to focus on learning opportunities.
- Students are motivated to participate in various activities such as workshops/seminars, competitive examinations, research activities like Avishkar etc.
- Teachers also motivate them to take admission in various Add on/Certificate Courses run by the college.
- Mentors motivate the students to watch subject related YouTube videos and guide to join SWAYAM Courses.

File Description	Documents
Paste link for additional information	http://pkkotecha.org/default.aspx
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
665	17

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: Poster Presentation, Power Point 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 participated in extracurricular activities such as Essay writing, Group discussion, Tree plantation, Village adoption, and various academic activities. They participated in webinars and annual gathering. This avail them opportunity for extracurricular talent. Students in group are asked to prepare models, charts and Power Point Presentations. 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: Practical of various subjects of Science, Commerce and Languages develop logical thinking among the students. Some departments assigned Project work to the final year students to solve specific problems and develop their understanding of the processes of scientific and literary research within their particular discipline. Projects are assigned by the University to the final year students. 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	http://www.pkkotecha.org/2023/doc/PADAM22-23.pdf

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

- Desktop computers with internet facility are provided to the Departments to make the class more interactive and informative.
- Four classrooms and one seminar hall are well equipped with projectors and other ICT teaching tools.
- Teaching Content developed by the teachers in the form of notes, MCQs, and experimental designs have been disseminated by several teachers through the Whatsapp group.
- Teachers use PPT presentation, Video Clips, White boards, Google Class Room, YouTube, Smart board, interactive board, LCD Projector, web camera etc.
- Teachers also use e-journals, e- books, e-shodhsindhu, online data base for effective teaching.
- Electronic resource packages like INFLIBNET, NPTEL, N-LIST ,e-PG Pathshala, are available for teachers and students for extensive and updated use of available resources thereby enriching the teaching-learning process.
- 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

17

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

17

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

09

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

450

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 the 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.
- Syllabus for the internal assessment is communicated to the students well in advanced.
- The examination pattern (CBCS) of university is 60+40. 60 marks for University assessment and 40 marks for College assessment.
- Continuous internal evaluation of the students is adopted by institution that includes written tests, seminars and group discussion, tutorials and internal oral exam.
- For the students of science faculty, Journal keeping of the practical sessions is also considered for continuous assessment.
- As per the guidelines of KBC North Maharashtra University, Jalgaon,

Examination Committee strictly follows the transparency in the internal evaluation.

- Internal examination marks are shown to the students.
- 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 through examination committee to the University in stipulated period.

File Description	Documents
Any additional information	View File
Link for additional information	http://pkkotecha.org/InternalExaminationTimeT.htm

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

The entire internal examination schedule follows strict discipline and any sort of unfair means is not tolerated at any level. This has made the system competent and user friendly and helpful. The grievances of the students related to examinations are addressed at College and University levels depending upon the nature of the grievances.

- 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.
- If the student is not satisfied the matter is placed before the Head of department.
- If the matter is serious and the grievance is against the Department, then the Examination Committee and the Grievance Redressal Cell of the college steps in to find the best possible solution.
- 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.
- Grievances associated with the internal examination are taken up immediately and resolved.

File Description	Documents
Any additional information	View File
Link for additional information	http://pkkotecha.org/default.aspx

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.

The Program Outcomes (POs) and Course Outcomes (COs) are adopted for all programs offered by the institution in accordance with guidelines offered by KBC North Maharashtra University, Jalgaon.

- All the activities are organized for desired outcome keeping the vision and mission of the college.
- Aims and objectives are clearly defined and stated by the college and displayed on college website.
- The interaction with newly admitted students begins with the address of the Principal which familiarizes the student with the college.
- The importance of the learning outcomes has been communicated to the teachers in Staff Meeting.
- In the introductory lectures of every academic year, subject teacher conveys course outcomes to students.
- The learning outcomes for programmes are clearly stated in syllabi which are equipped with preparing the students to become graduates/ post graduates.
- 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 respective 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,

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.
- Students of the College are involved in curricular, co-curricular and extracurricular activities through their departments, NSS and different committees.
- Placements, self employment, entrepreneurship status and social initiative of the students show the result of COs and POs as stated by the institution.
- The Head of each department holds meetings of the faculty members to discuss result analysis and students feedback.
- College authorities discuss result analysis and student feedback with the HOD which helps to measure the attainment of COs.
- Students' progression to higher education is remarkable. 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	http://pkkotecha.org/POs_PSOs_COs.pdf

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

107

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://www.pkkotecha.org/2023/doc/AnnualReport2022-23.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/2023/doc/SSS_2022-23.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

06

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

The college takes pride in mentioning some of the activities that create a for innovation, creation, and transfer of knowledge such as:

- Students are assigned research projects as part of the curriculum and also additional projects are given to final year students.
- The students participated every year in intercollegiate events such as AVISHKAR, a research-based undertaking activity to enhance students' scientific temperament and to develop their innovative skills.
- The Departments of Computer Science and Physics have promoted skill-based projects .
- Department of commerce and management organized Exhibition cum Sale Mevala to develop students entrepreneurial skills.

- The college has one recognized research centre. 09 faculty members having Ph.D as highest qualifications. 06 members are recognized as research guides and 01 student have completed Ph.D. during this year. The teachers have published 05 research papers and 06 books/chapters in various reputed publications.
- The college has organized 05 Seminars/Conferences/Workshops during the year.
- The college has established 02 linkages and 2MoUs.
- Through placement cell during this year 10 students has been selected for ICICI Bank.
- The college has 08 Add-on Courses and 01 Diploma Course for skill development, creating placement opportunities, entrepreneurship development, etc.

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

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

03

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

22

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, Marathon, Swayamsiddha Abhiyan, and Corona Vaccination bring health awareness.

Students are involved with the neighborhood community on social issues through the activities such as, Har Ghar Tiranga Campaign, Celebration of Sanvidhan Din, Voters Day, Swatantracha Amrut Mahotsav, Shahid Din, Samuhik Rashtragit Gayan, Tree Plantation, Seed ball Preparation, Online lecture, Yuvarang, , Aatmanirbhar Yuvati Abhiyan, Workshop on Digital India, Webinar on Sustainable development and Eco friendly Ganesh Visarjan that develops social accountability and responsibility.

Gender issues such as Celebration of Women Day, International Tribal Day, Survey on Irregular students and working youth 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	http://pkkotecha.org/NSS.htm
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

00

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

21

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

1303

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

05

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

02

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. Out of 23 classrooms 03 are ICT classrooms and 01 video recording/smart class room. There are in all 13 laboratories which are adequately equipped. Various departments use a range of models/charts for teaching and learning. Apart from this there are equipments like Research Microscope, Gas sensing unit, Hall Effect measurement set up. Biological Oxygen Demand Incubator, Homogenizer, Centrifuge, microwave, autoclave, LCD projectors, scanners, laptops etc. For the certificate courses in Beauty Parlor and Dress Making two separate rooms are made available with necessary infrastructure and equipments. In the

Library reading room and net café are available for students. The NRC centre is available for students in the campus. The cultural hall is well furnished for conducting activities. Botanical garden with a variety of plants, shrubs and trees along with variety plantation in the campus. Some of the specialized facilities are- Inverter, Vermi composting unit, Xerox facility and Departmental Library. Most of the departments have independent computer facility for students and teachers. 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://www.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. on this ground.
- The playground of the sister concern school established in the year 2001 with an area of 660sq.m.
- The well equipped gymnasium established in the year 2003 and having an area of 918 sq. ft. It is open for students and women in the community.
- The cultural hall with an area of 3600sq.ft established in the year 2007 is used for extracurricular activities.
- The stage situated in open space having an area of 1240 sq. ft. is used for the annual gathering cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.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/Seminar Cultural %20Hall.htm
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)

0.18238

File Description	Documents
Upload any additional information	No File Uploaded
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)

Library is fully automated through Integrated Library Management

System (ILMS) designed by Master Software, Nagpur since 2020-21 by cloud base support. The version of the software is LIB-MAN 2.1.0. Library comprises modules such as Masters, Book Management, Barcode Facility, Book Accession, Membership, Circulation, OPAC, Catalogues, and Administration, etc. The software is having additional features such as members' photographs, which can be seen while issuing the books. Book reservation facility, the status of a book such as withdrawn / write-off /damaged/lost and paid, can easily be located. Facilities like database backup restore facility are available. This facilitates the quick access to the educational resources and encourages the teaching-learning process.

In the library, 3 computers are available with 100 Mbps internet connectivity and power backup facilities. One node is open for the students to use OPAC facilities. Another node is for the administrative facility in the library.

The library is a knowledge resource center of the college and provides adequate services to its user.

- Library provides access to e-journals and e-books through Enlist program INFLIBNET.
- There are 02 reading halls, one for students and other for faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.pkkotecha.org/About_Library.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)

0.59827

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

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

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

38

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

ICT enabled education help students acquiring the knowledge which play vital role in providing education very effectively. Network Resource Center with broad band

connectivity in the college help students to access information

and study

material for presentation of papers, and designing projects.

There are 86 Computers with internet connectivity, LAN and power backup. The college is equipped with 12 printers, 03 Scanners, 01 Xerox machines, 02 all-in-one machines (Printer, scanner, and Xerox), and 1 barcode machine. The administrative office and library are automated by using Mastersoft Software for Online admission and Library Management. The college is a registrant of PFMS and all transactions under Government funding are made through PFMS. The Language lab is augmented with software and digitized audio-video material to develop communications skills among students. 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 upgraded to 100MBPS optic fiber broadband internet connection.

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

The Institution subscribes to a genuine 50 Microsoft License. The College also periodically updates its Anti-virus software.

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

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)

35.72484

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: Optimum utilization of laboratory resources is ensured by the heads and lab assistants. Equipments are maintained by hired technicians.

Library: The College Library maintains its day to day records by library staff. The College Library provides open access to PG students. Pest control is practiced.

Sports Complex: Physical Director plan optimum utilization of sports facilities. A lady trainer is appointed in gymnasium and she looks after the utilization and maintenance of equipments.

Computers: Technician is appointed for maintenance of computers. There is voltage stabilizer to control voltage fluctuations in the computer department.

Classrooms: Cleanliness is maintained by peons. If any electrical issues solved by electrician.

Power backup facility: The office and some departments are provided with an inverter facility to maintain a continuous power supply.

Electrical and water sources:

The electrician and laboratory attendants consistently monitor the water motors, pumps and RO machine. The college also have bore well in the campus that provides sufficient water.

Water and Waste Management:

Waste water is drained in soak pit. The waste water from RO is used for garden. Organic wastes is used in the Vermi composting plant.

Campus Management:

Campus development Committee assigned work about maintenance of campus to skills persons.

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

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

400

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

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

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

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

A. All of the above

File Description	Documents
Link to Institutional website	http://pkkotecha.org/default.aspx
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

206

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

206

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
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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

01

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

43

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.

04

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 College facilitates students to engage themselves effectively in co-curricular and extracurricular activities which provide opportunities for holistic development.

Student representatives are nominated by the Principal like IQAC, Internal Complaints Committee, Ceremony Committee, Commerce Association, Science Association and Avishkar, Yuvati Sabha, Yuvarang, Annual Gathering, Azadi ka Amrut Mahotsav etc. It has a creative and vital representation in various committees related to academics and administration. Students are enthusiastically involved in all the activities of the institution. Student council is dedicated to enriching the campus by providing quality programming to students. The leadership skills of the students are utilized and developed. Student council organizes activities throughout the year including social functions like Shardsotsav, Annual Gathering, "Azadi ka Amrut Mahotsav", Sports Meets. Student representatives take special efforts to encourage the students to participate in events like University Youth Festival "Yuvarang", "Avishkar".

They help for organization of Conferences, Seminars, Workshops, Medical Checkup Camp, etc. Through the council, students learn about event management, social responsibility, and interpersonal skills. To create an eco-friendly campus the student council conducts a plantation and sapling distribution as part of the Green Initiative Program. The college magazine PADAM provide platform for students to publish their thoughts in three languages.

File Description	Documents
Paste link for additional information	http://www.pkkotecha.org/2023/doc/PADAM22-23.pdf
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

45

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

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

- General meeting of Alumni Association was conducted on 16/06/2022. In this meeting, the activities to be implemented throughout the year were planned.
- During 21-24 September 2022 Dandia and Garba training program was organized.
- Diwali celebrated at Tribal Pada "Dongade ,Yawal" by distribution of sweets and cloths on 21/10/2022.
- Alumni meet was organized on 27/01/2023.
- In this academic year 2 Ex-students were joined as new life members, and 160 as annual members of Kotechian`s Alumni Association. The fund collected against life membership and annual membership fees during 2022-23 is Rs,16000/-

File Description	Documents
Paste link for additional information	http://www.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.

Governance: 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.

Perspective Plans: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. As per the plan, new courses are introduced time to time.

Participation of the teachers in the decision making bodies: The teachers supported administrative and academic activities. Some of important committees are IQAC, Examination Committee, Gathering and Ceremony Committees, NSS, Student Development and Staff Welfare, Yuvarang, Grievance Redressal, Anti-ragging Committee, ICC, Covid-19 Preventive Measure Committee etc.

File Description	Documents
Paste link for additional information	http://www.pkkotecha.org
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: Recruitment of teachers under 415(3)

Smt. P.K. Kotecha Mahila Mahavidyalaya, Bhusawal run by Shri. Saraswati Vidya Prasarak Mandal Bhusawal is affiliated to KBC North Maharashtra University Jalgaon (M.S). Regarding recruitment of teachers, it follows all the directions of U.G.C, Maharashtra state government and KBC North Maharashtra University, Jalgaon. The process shows decentralization of participative management in the practice.

Administrative unit including Principal, Office superintendent prepare list of vacant posts as per the roster. The list of vacant posts is sent to university and Joint Director office for no objection certificate. After their sanction, advertisement in the newspaper and on college website is given and applications are invited.

Date of interview is fixed .Subject expert, Head, Principal, Vice-Principal, Management representatives conduct interview. Selection of candidates is done on the basis of merit and candidates performance in interview.

After selection of candidates, their proposals for approval are sent to university. After the sanction by university, salary is deposited in candidate's bank account.

File Description	Documents
Paste link for additional information	http://www.pkkotecha.org/Features/5.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan is designed in line with the vision. It helps as a roadmap for the growth and development of the college. Perspective plan of 2022-23 is as below -

To offer skill oriented courses to students through online /offline mode.

To organize Seminars/Conferences/Workshops through online/offline mode.

To organize faculty development programme/training programme for teaching and non-teaching staff.

To conduct the collaborative extension activities with GOs/NGOs.

To plan activities to strengthen SC/ST/OBC students under Equal Opportunity Cell.

To create Research Culture and to enhance Research Quotient in the campus.

To upgrade Commerce and Language laboratory.

Activity: A Certificate course on "Core Python Programming."

In line with perspective plan, Dept. of Computer Science launched "A Certificate Course on Core Python Programming."

This course has been designed to cater to the understanding level of beginners. By the end of this course, student will have the skills necessary to get started as a python developer. It is also useful for students aspiring for the job as software developers, data scientist, data analyst, etc. The department designed its own syllabus. It is of 03 months course. 16 students were admitted in the course. After successful completion of the course, students were given certificates.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.pkkotecha.org/2023/621_StrategicPlananddeployment.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	http://www.pkkotecha.org/
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. Some of the welfare measures for teaching and non-teaching staff include:

1. Group Insurance Scheme and Medical Reimbursement for all permanent faculty members.

2. The Institution has its own n Staff Credit Society through which short-term and long-term loans are disbursed to the staff members.
3. Provision of compensation to family in the event of unfortunate through Staff Credit Society.
3. Maternity leave for female faculty members up to 6 months
4. GPF, gratuity and leave encashment by retiring faculty.
5. Casual leave, Earned Leave and Medical leave facility.
6. Leave Travel Concession (L.T.C.) facility.
7. The notable achievements of teaching, administrative and support staff are rewarded in Annual Gathering Function
8. Well-secured parking area for faculty.
9. Well furnished Gymnasium for faculty.
10. Pure Drinking R.O. water is provided to all the stakeholders.
11. Teachers' diaries are complemented for all teaching staff every year.
12. CCTV camera installed in all corners of the campus to ensure safety.
13. Canteen Facility.

File Description	Documents
Paste link for additional information	http://www.pkkotecha.org/
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

01

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

03

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. IQAC implements CAS for staff promotion as per the UGC regulations (as indicated by Jt. Director, Higher Education). Kavayitri Bahinabai Chaudhari North Maharashtra University , Jalgaon

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.

Year-wise appraisal of the non-teaching 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	http://www.pkkotecha.org/
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

The College conducts internal and external financial audits periodically. Transparency is strictly maintained in both internal and external audits of the college.

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:

- Joint Director Audit is done by Joint Director office, Jalgaon,
- B.C. Scholarship audit by social welfare department.
- NSS and Student Welfare Scheme audit is undertaken by the university.
- Examination and Earn and Learn Scheme Audit are 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	http://www.pkkotecha.org/
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 KBCNMU, 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	http://www.pkkotecha.org/
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:

A) NEP 2020:

IQAC of the institute is plans various activities that directly or indirectly contribute in bringing about the quality in higher education. During this year one day national level seminar was organized on 29 March 2023. The theme was "Implementation of NEP 2020: Challenges and Opportunities for Educational Institutions (NEP 2023)". The objective of seminar was to bring transformational reforms in higher education and shape India into a global knowledge super power. It had also focused on dropout the children's and brings those into the main stream through this new education policy. Research papers on subthemes were invited.

B) Bhartiya Swatantryacha Amrutmohoutsav:

IQAC of the institute adopts holistic approached regarding overall development of students and teachers in the institution. Along with teaching, learning and evaluation IQAC of institute focus on moral build patriotism, communal harmony, ethics, etc. among the student. During this year IQAC of institute promoted activities from 8 August 2022 to 15 August 2022 that boost love for country under the program, Diamond jubilee of India's independence.

File Description	Documents
Paste link for additional information	http://www.pkkotecha.org/2023/doc/PADAM22-23.pdf
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

A) Atma Nirbhar Abhiyan:

The institute reviews and implements teaching learning reforms facilitated by IQAC through various means. It conducts various activities sponsored KBC North Maharashtra University time to time. In the year 2022-23 the college conducted "Atma Nirbhar Abhiyan" from 20/03/2023 to 25/03/2023. It was organized by student development committee. 75 students participated in the event. All the participated student are given certificate.

B) N.S.S. Camp:

The institute is keen in reviewing teaching learning process through IQAC by planning on organizing activities such as organization of NSS winter camp. NSS department of the college organized its residential winter camp during 31 January to 6 February 2023 at Khadka, Taluka Bhusawal District Jalgaon. Every day in the morning shramsanskar session was conducted. It was then followed by "intellectual activity". This session comprises of lectures on the topic such as Personality Development, Water Management, Financial Planning and Gram Vikas, Competitive examination, Women Health Check up Camp, Disaster Management, Women Entrepreneurship and Gram Vikas etc.

Apart from that some of social activities related to "Swacchha Bharat Abhiyan, Beti Bachavo Beti Padhao, Health, Environment, Drug Free Drive, Pay Back to society, Environment awareness, Plastic free India, etc.

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

<p>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)</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	http://www.pkkotecha.org/2023/doc/AnnualReport2022-23.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

Vision of the institute is reflected through conducting the programs to groom the personality of students. Various programs on health and mental issues are organized. During this year following activities were conducted such as

Facilities are provided for women:

- 1. Safety and Security:**

Watchman is deputed on main gate. Faculty in the capacity of hostel in-charge is deputed. Installation of CCTV Cameras, Group insurance, Medical checkup camp was organized for first year students. Separate support staff is assigned in Parking. Ramps, wheelchair; small stools are provided for physically challenged students. Fire Extinguisher, First aid boxes are available in Laboratories. Solar Street light are available in the campus.

1. Counseling:

Counseling is done through Mentor-Mentee scheme. Career and Guidance Cell offers counseling regarding, career planning, career development and job opportunities, Counseling regarding gender specific issues are provided. Yuvati Sabha has been instrumental for security and needs of the girl students in the college and the hostel. Programs are run as per the Gender Sensitization Action Plan. Awareness about not to use plastic

1. 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/2023/711_GSPlan.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/2023/711_Specificfacilities.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. The cleanliness is maintained by allotment of duties to support staff and NSS Volunteers. 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. Overflow water tank, if any, is used for the plants in the garden. Extremely hazardous chemicals are not used in the laboratories. An attempt is made to dilute the liquid waste while draining them and it is drained 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. Single sided print outs received from external sources are used for rough purposes. 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
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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.

Following programs are organized to achieve this noble goal:

- Celebration of National festivals, Yuvarang (Youth festival), Tree plantation etc.
- Celebration of International Women Day, Voters day, Constitution day and Yoga day, Program on Azadi ka Amrut Mahotsav, Shardotsav, etc.
- Hindi and Marathi Week were celebrated.
- Social inclusion involves giving equal opportunities, equity of access to education through paying fees in installments for underprivileged classes and bringing them in the mainstream.
- Scholarships for economic equity as per the Govt. of Maharashtra provisions and fee concessions to economically and socially backward section of students are being practiced consistently in the college.
- Cultural diversity is visible through participation of students in folk dances and songs organized in annual gathering.
- Co-curricular events like quiz, essay writing, debates and lectures are held in different languages - English, Marathi and Hindi - to foster linguistic diversities.

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The college run certificate course in Human Rights.

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), Vaccination camp for prevention of COVID-19, Tree Plantation. Suvay in adopted Village, Khadka, 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, Training of seed balls Preparation. Workshop on Digital India.

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 campaign is done through NSS students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.pkkotecha.org/2023/719_Details_of_Activities.pdf
Any other relevant information	http://www.pkkotecha.org/default.aspx

7.1.10 - The Institution has a prescribed

B. Any 3 of the above

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

We 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.

During this year college organized national festivals and the birth/death anniversaries of great Indian personalities such as-

21st June 2022 International Yoga day, 15th August2022- Independence day,26th January 2023- Republic day,1st May 2023- Maharashtra day (Labor Day),1st August2022 -LokmanyaTilak Death anniversary, 2ndOctober -Mahatma Gandhi and Lal Bahadur Shastri birth anniversary - It s also celebrated as World Non Violence Day, 24 September 2022 celebrated as foundation of NSS day,15 October 2022 Dr.APJ Abdul Kalam Birth Anniversary celebrated as Vachan Prerana Din. 31st October 2021,Birth anniversary of Sardar Vallabh Bhai Patel is celebrated as National Unity day, 26 Nov.2022 celebrated as a Constitution Day, 6 Dec.2022

celebrated as a Mahaparinirvan Din of Dr. Baba Saheb Ambedkar , 3rd January 2023 Savitribai Phule Birth Anniversary , 12th January 2023 Swami Vivekananda birth anniversary is Celebrated as National Youth Day and Rajmata Jijau Bhosale Birth Anniversary, 23 January 2023 Netaji Subhash Chandra Bose Birth anniversary, National Voters Day is celebrated on 25th January 2023, Celebration of Chhatrapati Shivaji Maharaj Jayanti on 19 February 2023 and 23 March 2023 Martyrs day. 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	No File Uploaded

7.2 - Best Practices

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

- I)
- Title:** Inculcation of Ethical Values among students
 - Objectives** i) To inculcate spiritual and ethical values among students
 - The context:** Education system aims at inculcating human and spiritual values ultimately. Therefore, the institution insists on arranging programmes to motivate students and generate conducive atmosphere to inculcate moral values in the campus.
 - The Practice:** Lectures are delivered by external experts and internal resource persons on topics like integrity, responsibility, empathy, righteousness, piety, courage and Indian ethos among the students.
 - Evidence of Success:** A gradual shift is observed in the attitude and behavior of students in terms of introspection,

6. Problems Encountered and Resources Required: The eminent personalities are required to deliver lectures. The programs require more funds.

II)

1. Title: Book Review Competition

2. Objectives:

Inculcate reading habit among students.

3. The context: To activate Reading-Writing skills among students.

4. The Practice: Students give freedom to select a book of their choice which includes sketches of eminent personalities, autobiographies and literature etc.

5. Evidence of Success- In this activity student's participation and interest in reading is increased.

6. Problems Encountered and Resources Required: The students who are interested in literature mostly participate in Book Review Competition

File Description	Documents
Best practices in the Institutional website	http://www.pkkotecha.org/2023/doc/PADAM22-23.pdf
Any other relevant information	http://www.pkkotecha.org/default.aspx

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

1. Best N.S.S. volunteers: -Volunteers involved in dealing with social issues. Their activities and contribution are felicitated every year. Some of the best NSS volunteers have given

contribution to society in different ways.

2. Introduction with Epoch Makers: - The Institution is keen to create interest among students about social issues and eminent personalities.

3. Promoting Eco-friendly attitude: - Seed bank project, Vermi Compost, Solar Panels, Solar water heater, Solar Lights, Soak pits, water harvesting are available in campus. Tree plantation is undertaken every year. Guests are felicitated by offering plantlets.

4. Measures to tackle social evils (restrain): - The institution is committed to restrain a few of social evils by arranging various activities in the campus like Cyber crimes, 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. It set a role model for social commitment for Alumni.

6. Charity Practices: - Some of our faculty members and students are also involved charity practice. College has commodity bank. They offer voluntary help to those in need as a humanitarian act.

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 2023-24, IQAC is prepared following perspective plan -

- To prepare the institution to adopt NEP-2020.
- To strengthen Research Promotion Cell.
- To arrange outreach programmes in the interest of society.
- To motivate students and teachers to join skill oriented courses and FDP run by Govt. of India through NPTEL and SWAYAM etc. platforms.
- To strengthen competitive exam and placement cell.
- To increase number of MoUs with other institutions.

