



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	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
<b>2.Institutional status</b>	
• 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				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.pkkotecha.org/iqac/AQAR2019-20.pdf">http://www.pkkotecha.org/iqac/AQAR2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.pkkotecha.org/Academic_Calender.htm">http://www.pkkotecha.org/Academic_Calender.htm</a>				
<b>5.Accreditation Details</b>					
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
<b>6.Date of Establishment of IQAC</b>	16/12/2007				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest</b>	Yes				

<b>NAAC guidelines</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Smart Class /Video Recording Room are made available.	
Webinar on "COVID-19: A Psychoanalytic Perspective" was organized for Stakeholders.	
Bought Umbrellas from Nethra Umbrella,Vikroli (Mumbai) based NGO to support the blind and disabled artisans.	
Prepared and distributed masks, sanitizer and packets of grain to the needy people in nearby area.	
Academic and Cultural activities were conducted through online mode.	
<b>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</b>	

Plan of Action	Achievements/Outcomes
<p align="center"><b>Organization of National/State/University level Webinars.</b></p>	<p>Webinars organized by Department of Chemistry, History, Computer Science, IQAC, Sports and Gymnasium, NSS and Alumni Association.</p>
<p>To construct Smart Class Room / Video Recording Room.</p>	<p>Smart Class Room / Video Recording Room has been constructed under CSR fund.</p>
<p>To implement Cloud based ERP -Centralized Campus Management System (CCMS) in college.</p>	<p>From this year Library Management System and Feedback Management System modules were implemented.</p>
<p>Strengthen the activities of Alumni Association.</p>	<p>Online webinar was organized jointly in collaboration with Advaitanand and Yoga and Fitness Studio, Bhusawal on "Stress Management and Wellness". On Online workshop was organized on "Best from Waste". In this academic year 69 Ex-students were joined as new life members and 130 as annual members of Kotechian`s Alumni Association.</p>
<p>To increase no. of research publications and to publish those in reputed/UGC notified journals.</p>	<p>Total 10 research papers are published during this year. Out of this 03 research papers are published in UGC care list Journals and 07 research papers are published in peer reviewed Journals.</p>
<p><b>13.Whether the AQAR was placed before statutory body?</b></p>	<p><b>Yes</b></p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<p align="center">Name</p>	<p align="center">Date of meeting(s)</p>
<p align="center">College Development Committee</p>	<p align="center">28/12/2021</p>

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	12/01/2022

#### Extended Profile

##### 1. Programme

1.1	581
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

##### 2. Student

2.1	674
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	225
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

##### 3. Academic

3.1	19
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Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	35	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	23	
Total number of Classrooms and Seminar halls		
4.2	27.35616	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	86	
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>The college is affiliated to Kavayitri Bahinabai ChaudhariNorth Maharashtra University, Jalgaon and adheres to the curriculum designed and prescribed by the University. The institution ensures effective curriculum delivery through teachingplan for effective implementation of the curriculum. Institution monitors the implementation of action plan and curriculum by conducting faculty meetings.</p> <p>Syllabus framing:-</p> <ul style="list-style-type: none"> <li>The University arranges syllabus framing workshops. Institution motivates teachers to participate in curriculum design workshops, conferences and contributes through</li> </ul>		

taking participation in discussions regarding updating of curriculum.

- The institute collects online feedback from faculty, students in the curriculum of different subjects and tries to communicate the same to BOS to consider it while restructuring curriculum.
- Our faculty members actively participated in syllabus framing, in introducing CBCS(Choice Base Credit System) of Third Year during this year organized by the University.
- After framing syllabus, the University uploads it on its website. Concerned teachers of our college download it.
- The syllabi of add on courses have been prepared by respective departments of our College.
- For the effective implementation of the curriculum and to improve teaching practices, teaching materials and books are made available by the University and College.

#### Distribution of Syllabus:

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

#### Effective Delivery of Curriculum :-

- Academic Calendar is prepared in the beginning of every academic year as per the curriculum.
- Teachers organize classroom seminars, symposia, group discussions. Teachers use varied teaching methodology and ICT to make learning process more effective.
- The subject teachers arrange practical sessions for enhancing their fundamental concepts and knowledge of the respective subjects.
- Progress reports about completion of curriculum are submitted through Head of the departments at the end of every semester.
- The institute provides all necessary infrastructural facility to teaching staff. The IQAC monitors the feedback of the students regarding curriculum delivery which helps in incorporating remedial measures.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://nmu.ac.in/StudentCorner/Academics/Syllabi.aspx">http://nmu.ac.in/StudentCorner/Academics/Syllabi.aspx</a>

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

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.pkkotecha.org/Academic_Calender.htm">http://www.pkkotecha.org/Academic_Calender.htm</a>

**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**

**B. Any 3 of the above**



affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
<b>13</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
<b>00</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Brochure or any other document relating to Add on /Certificate programs	<b>No File Uploaded</b>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
<b>00</b>	

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

Curriculum of all subjects has addressed issues like Professional ethics, Gender, Human values, Environment and Sustainability, and in their sub topics as and where applicable.

#### Professional ethics:-

Our Courses widely cover various professional ethics like Administrative Accountability, Leadership, Social Responsibility, Policy Formation and Co-ordination. The syllabus of language and soft skill develops the communicative skills & professionalism among students.

#### Gender:-

While teaching all the courses in the college, efforts are being made to sensitize the students regarding gender equality. Issues like human behavior, critical issues confronting the society and their solutions, gender discrimination and equality, freedom guaranteed by the Constitution, female education, religious tolerance etc. are considered while organizing various programs and webinars in the college.

The curriculum gives vital significance to the women empowerment. It is the need of the time that women should also become economically independent. In Business Entrepreneurship successful women business leaders have been incorporated which motivate gender equality and create confidence among the students to tread the path created by such personalities.

#### Human Values:-

The significance of human values is very great in social life as individuals have to live in the society. The curriculum of Human Resource Management, Modern Banking & Financial System, General

Knowledge, Entrepreneurship Development and Introduction to organization behavior addresses human values, empathy, compassion, cooperation, sympathy, duties and rights which are mentioned in Indian Constitution. The syllabus of English for Business and Business Entrepreneurship which covers various business characters is capable of inculcating among the students the moral ethics, Women Empowerment, Social equality and human values.

**Environment and Sustainability: -**

The University has made Environmental Studies as a compulsory subject for first year. It includes issues about Global Warming, Human Values, Environmental Pollution, Environmental Hazards, Depletion, Acid Rain, Conservation of Natural Resources etc. Department of Botany and Zoology promote Vermi Compost Project and Seed Bank Project. The agency undertakes the green, energy and environment audit of the college campus. Environment Awareness committee organizes various activities such as plastic eradication, tree plantations, rain water harvesting etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

04

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<b>No File Uploaded</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

**60**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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	<a href="https://cims.mastersofterp.in/Feedback/OpenFeedbackReport/Index">https://cims.mastersofterp.in/Feedback/OpenFeedbackReport/Index</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.pkkotecha.org/latestdata/142Feedback_Analysis_Report.pdf">http://www.pkkotecha.org/latestdata/142Feedback_Analysis_Report.pdf</a>

## 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

**674**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

**493**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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 and with beginning of the teaching. 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:

- Teachers provide soft copies of notes by Google class room, whatsapp etc.
- Slow learners are motivated to participate in various curricular, co-curricular and extracurricular activities by offering them moral support and necessary guidance.
- 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 and extracurricular activities.

For advanced learners following support activities are practiced:

- Central Library provides book bank facilities. Open access to electronic books and journals are made available to students.
- Departmental library and E-book facility is also provided for detail study.
- The institute arranges expert guest lecturers to focus on learning opportunities.
- Students are motivated to participate in various activities and webinars.
- Students are motivated to take admission in various Certificate Courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
674	19

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

Efforts are made by the college to make the teaching learning process student-centric through experiential learning, participative learning and problem solving methodologies with the intention of nurturing critical thinking, creativity among students.

**Experiential Learning:** Poster Presentation, Power Point Presentation, Essay and Book Review Competitions are arranged. Subject teachers provide educational videos, film shows etc. Most of the practical courses, small projects avail experiential learning.

**Participative learning:** Students are asked to participate in extracurricular activities such as Essay Writing, Group discussion and various academic activities. They participated in webinars and Online 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 such as Mask and Grain distribution in the community, Awareness about preventive measures of COVID-19 and other health issues.

**Problem Solving Methodology:** Practical of various subjects of Science, Commerce and Languages develop technical skills among students. Various Departments assigned Project work to the final year UG 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 students of B.Sc. (Physics) and M.Sc. (Computer Science and Organic Chemistry).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Teachers use various ICT enabled tools for effective teaching and learning process such as Desktop ,Laptops and Smart Phone, PPT presentation, Video Clips, White boards, Computer Laboratory, Commerce Laboratory and Language Laboratory, Google Class Room, Whatsapp group, YouTube, Digital camera, Pen drive, Printers etc. During this year due to COVID-19 pandemic all Teachers used teaching-learning platforms like Zoom App, Google Meet and Team link. Eye-catching Info-graphics are also used to present data in colorful and attractive way. Brainstorming is used through Google in which every student in group share their ideas and thoughts to solve any technical or commercial problem. Google class room helps for high quality lessons and flexibility which enhance students' motivation, creativity and their involvement which ultimately increases self-confidence in students. Teachers and Students can interact (learn, discover, collaborate, create and share) in a safe, healthy and co-operative environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

19



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

**11**

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

**457**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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 at the beginning of each academic year through academic calendar.**

Time table of the internal test is prepared by examination committee of the college and display on the college notice board, web site and 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.
- Examination Committee strictly follows the transparency in the internal evaluation. As per the guidelines of KBC North Maharashtra University, Jalgaon, college conducted online internal examination by creating Google quiz forms during this year because of pandemic situation of COVID-19.
- As per the rules and regulations of University, college conducted special examination sessions for the students who suffered from COVID-19.
- Internal examination marks are communicated to students through notice board.
- In case of queries regarding marks, students contact to respective subject teachers and mentors. 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	<a href="#">View File</a>
Link for additional information	<a href="http://www.nmu.ac.in/usefullinks/circulars.aspx">http://www.nmu.ac.in/usefullinks/circulars.aspx</a>

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

Mechanism to deal with examination related grievances is as follow:

- The grievances of the students related to examinations are addressed at College and University levels depending upon the nature of the grievances.
- The college level grievance redressals regarding evaluation

are attuned by the college examination committee.

- Discrepancies in name and subjects are resolved by examination committee, if any.
- Students remaining absent for practical/oral examination on some other ground are given an opportunity to take up the exam as per KBC NMU Jalgaon rules and regulations.
- The student seminars and project presentations are conducted in presence of all the students of class and hence provide complete transparency in internal assessment.
- Change in examination schedule if any, is communicated to students at earliest.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

- The college offers 13 UG programmes and 5 PG programmes. 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 every IQAC Meeting and Staff Meeting.
- At the beginning of every academic year, every subject teacher conveys course outcomes to students in his introductory lectures.
- Every course has specific set of objectives which are approved by the Board of Studies of the KBC North Maharashtra University. Course outcomes of the subject are designed according to objectives of the respective subject.
- The copies of the syllabi are kept in the central and departmental library for students and also available on University website.
- The learning outcomes for programmes are clearly stated in syllabi which are equipped with preparing the students to become graduates/ post graduates. The learning outcomes may

vary from course to course but in general, they are to impart the sound theoretical knowledge of the subject and application of the knowledge in actual situation.

- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution's website for reference.
- In the practical courses program and course outcomes are also described by respective teachers through the experiments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.pkkotecha.org/POs_PSOs_COs.pdf">http://www.pkkotecha.org/POs_PSOs_COs.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

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

- The method of measuring attainment of POs, PSOs and COs of students include tests, tutorials, seminar presentation, objective questions, home assignments, viva-voce and projects.
- The progress of the students is continuously monitored by the subject teachers through the practical sessions which will also help to know the level of COs attainment.
- Students of the College are involved in curricular, co-curricular and extracurricular activities through their departments, NSS and different committees.
- College organizes various programs such as exhibitions, debate, elocution, drama, book review, quiz competitions, freshers' day, send-off function, teachers' day, Shardsav (cultural activity), annual gathering, sports meet, etc.
- Through various activities students acquire communication skills, creative skills, leadership skills, spirit of teamwork, willingness to take responsibility and accountability. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating students' attainment of COs and PSOs of specific course.
- 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 helpsto measure the attainment of COs.
- Studentsprogression to higher education is remarkable.
- The progress of the group of students is monitored by the mentor-teacher. The mentoring helps to decide CO attainment level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.pkkotecha.org/POs_PSOs_COs.pdf">http://www.pkkotecha.org/POs_PSOs_COs.pdf</a>

### 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

239

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.pkkotecha.org/Homepdf/Annual_Report.pdf">http://www.pkkotecha.org/Homepdf/Annual_Report.pdf</a>

### 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/SSS-2020-21.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	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

**3.1.2.1 - Number of teachers recognized as research guides**

07

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem**

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

Presently the institution has no incubation center so far, but initiatives for creation and transfer of knowledge are taken as Internet facility, OPAC, Network Resource Center helps to transfer of knowledge. Inter loan library facility is also available. Add on courses such as Certificate Course in Human Rights, Certificate Course in Women Entrepreneurship, Certificate Course in Dress Making, Certificate Course in Basic Beauty Parlor, Certificate Course ,Diploma Course in Communicative English and Certificate Course in GST helps to initiate and transfer of knowledge. Besides this the college has Vermi Compost Plant from which fund is generated. It also transfers a message to our youth. It not only aims to earn money but also to aid society by providing good quality of organic manure for sustainable agro practices. There are 07 research guides recognized by North Maharashtra University, Jalgaon under them 09 students carry their research work for Ph.D. degree. During this year the faculty attended 150 Webinars and presented 03 papers in International Webinars and published 10 research papers in reputed journals. 09 Teachers participated in Faculty Development Programmes. Almost all faculty members present and publish their research work and disseminate their subject knowledge in various seminars and conferences. For sake of convenience and to upgrade themselves small projects based on curricula as well as subject knowledge are given to third year students in groups.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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

01

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

02

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

#### 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	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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



03

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 Committee and Alumni Association. During this year most of the activities were conducted through online mode due to COVID-19 pandemic. 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.

Following activities such as Yoga Day, Women Day, Blood Donation Camp, Participation in Gandagi Mukta Bharat Abhiyan, Stress Management and Wellness, Lecture on women related issues (Thief of womanhood PCOD)

etc. brings health awareness.

Students are involved with the neighborhood community on social issues through the activities such as Distribution of masks, sanitizer and grains, Tree Plantation, Polling Day, Best from Waste. All of these develop social accountability and responsibility.

Gender issues such as Celebration of Women Day, Corona Mahila Yoddha felicitation, workshop on Maze Kutumb Mazi Jababdari, Contribution of Women in IPR which creates social justice and gender equity. These activities were conducted in collaboration with GOs and NGOs.

File Description	Documents
Paste link for additional information	<a href="http://www.pkkotecha.org/latestdata/313_Reportofevents.pdf">http://www.pkkotecha.org/latestdata/313_Reportofevents.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

04

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

1374

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

03

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

### 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. They are quite spacious, ventilated and well lighted. The academic session is so framed that our classrooms and laboratories are occupied from morning till evening. There are 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 setup unit, Hall Effect measurement set up. Biological Oxygen Demand Incubator, Homogenizer, Centrifuge, microwave, autoclave, LCD projectors, scanners, laptops etc. There is a library having the required text books and reference books. Reading room facility for students with a seating capacity of 75 students is available. There is a net café centre for the students. The NRC centre is available for students in the campus. There is a seminar hall equipped with LCD projector, white board and internet facility and a cultural hall with a seating capacity of around 500 students. Botanical garden with a variety of plants, shrubs and trees along with variety plantation on the campus enhances the beauty of the campus. Some of the specialized facilities are- Inverter, Vermi composting unit and Xerox facility. In addition, some of the departments have a separate departmental library to provide subject related books. Most of the departments have independent computer facility. Facility of these computers is made available to the students as and when required. There is wheel chair and ramps facility for the differently-abled students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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. From this year department of gymkhana run Yoga and Meditation Course.

- There is a playground of the sister concern school established in the year 2001 with an area of 660sq.m. This ground is used by the college on specific occasions like Annual gathering sports competitions. Coronation Club Badminton court, situated in the nearby area of the college, and having an area of 240 sq. m. is also used for Badminton on specific occasions.
- There is a well equipped gymnasium established in the year 2003 and having an area of 918 sq. ft. Students of the college along with women in the adjacent vicinity utilize this facility.
- For the various cultural and other activities taking place in the college, there is a cultural hall with an area of 3600sq.ft established in the year 2007. The stage having an area of 1240 sq. ft. is used for the annual gathering cultural activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.pkkotecha.org/Features/35.pdf">http://www.pkkotecha.org/Features/35.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

3.39

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.pkkotecha.org/Library_Services.htm">http://www.pkkotecha.org/Library_Services.htm</a>

<b>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</b>	<b>C. Any 2 of the above</b>
--	------------------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>
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<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>
---

<b>0.29415</b>
----------------

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

<b>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)</b>
--

<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>
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<b>00</b>
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File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The Institute frequently updates IT facilities in the campus. There are 86 computers with internet connectivity. Most of the departments are furnished with computer and internet facilities. Every laboratory in college is equipped with Computer. The ICT Class room and Smart Classroom are equipped with LCD Projectors for effective teaching-learning. The computers in the computer science, Commerce and Management and Language Laboratories have Internet with High-Speed LAN. From 2019-20 college has 50MBPS optic fiber broadband internet connection.

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

The College has Microsoft Campus Agreement.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS



File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

27.35616

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

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

**Laboratory:** The College has 08 laboratories, 04 computer labs and 01 language laboratory. Optimum utilization of laboratory resources is ensured by the vice principal, department heads and laboratory assistants for the whole semester. Laboratory equipment are maintained by hired technicians as and when required.

**Library:** Librarian presents Annual Library Budget. The Library Advisory Committee deliberates on the budgetary allocations, evaluates the previous year's library activities and proposes new services for the current year. During this year Book review Competition was conducted through online mode.

**Sports Complex:** The College has Gymkhana Department and Sports committee. Physical Director plan optimum utilization of sports facilities throughout the year. In addition to this, college has gymnasium. A lady trainer is appointed in the gymnasium who looks after the utilization and maintenance of the equipments in the gymnasium.

**Computers:** Technician is appointed for maintenance of computers. Annual maintenance contract is also done for maintenance of computers and IT devices. There are voltage stabilizers to control voltage fluctuations in the computer department.

**Classrooms:** For optimum utilization of classrooms, the Arts and Commerce faculties are run in the morning shift and Science faculty in the afternoon shift. The timetable for classroom teaching is prepared before the commencement of academic year where classroom wise schedule is clearly stated.

The college has a power supply from the Electricity Board of Maharashtra State. In addition to this Solar Power Grid System (20KV) is installed in the campus to make the campus eco-friendly. Annual maintenance contract is done for electrical and power supply. The college also have bore well in the campus that provides sufficient and constant supply of water. Chemicals are stored as per the standards specified by the suppliers. Additional responsibility of maintenance of garden and overall greenery, carpentry and cleanliness of campus is assigned to some employees as per their skills. Pest controls are done for the maintenance of the books in the library and garden.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

502

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

D. 1 of the above

File Description	Documents
Link to Institutional website	<a href="http://www.pkkotecha.org/latestdata/513Skills_enhancement_initiatives.pdf">http://www.pkkotecha.org/latestdata/513Skills_enhancement_initiatives.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

396

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

396

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

03

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

89

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

Every year, the institute constitutes Student Council under Maharashtra University Act 2017 and rules and regulations of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

The student council comprises of Rank holder students of each class as a class representative, NSS representative, Sports representative, Gathering secretary and Magazine (Padam) secretary. These representatives elect the secretary of student council, who represents college as university representative at University Student Council.

Due to pandemic situation during the year 2020-21, there is no formation of student council but student representatives are nominated by the principal on various committees. This year Annual Gathering was conducted by online mode. The college magazine "Padam" is also published with the help of student representatives. NSS representatives also contributed in bringing awareness about preventive measures regarding COVID 19 in the community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

02

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

In this academic year 69 Alumni joined as new life members and 130 as annual members of Kotechian`s Alumni Association.

The total amount collected as registration fees is Rs.82000/- (Rs. Eighty two thousand only).

Every year Alumni Association conducts various activities for the present students, alumni and the society. This year, due to pandemic scenario, programs were conducted online.

On 26 Sept. 2020 Online webinar was organized jointly in collaboration with Advaitanand Yoga and fitness studio, Bhusawal and our Kotechian`s Alumni Association, Bhusawal, on "Stress Management and Wellness". It was conducted by our Alumnus, Seema Devendra Patil. 110 participants including students, teachers, alumni and the community members participated in this webinar.

On 13 June online workshop was organized on "Best from Waste". Our Alumnus, Pooja Rajendra Patil conducted this workshop and demonstrated how to use the waste material to make beautiful articles. 54 stake holders were

File Description	Documents
Paste link for additional information	<a href="http://www.pkkotecha.org/Alumni.aspx">http://www.pkkotecha.org/Alumni.aspx</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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:** IQAC prepares perspective plan. The Principal and IQAC conduct meetings with staff and students from time to time. Formal and informal meetings are held regularly. Stake holders have open access. They can communicate with the Principal, Staff and Management directly. As per the plan, new courses are introduced time to time. Review of the position is taken and correspondence is done with the concerned authority.

**Participation of the teachers in the decision making bodies:** In the year 2020-21 around 29 committees are constituted in which the whole teaching staff is involved. The teachers supported administrative and academic activities. Some of important committees are IQAC, Examination Committee, Gathering and Ceremony Committees, NSS, Student Development and Staff Welfare, Yuvarang, Grievance Redressal, Anti-ragging Committee, Covid-19 Preventive Measure Committee etc.

File Description	Documents
Paste link for additional information	<a href="http://www.pkkotecha.org/">http://www.pkkotecha.org/</a>
Upload any additional information	No File Uploaded

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

The effective leadership is visible in various practices conducted by the college.

### Case study:Publication of "Padam"

The College regularly publishes its annual magazine Padam that promotes creative writing abilities of the students. In the beginning of the academic year the Principal in consultation with the Vice principals and management constitute magazine committee. Faculty from Marathi, Hindi and English representing three languages and a student representative are nominated in the committee.

The Principal function as a chief publisher. One of the faculty is assigned the responsibility as a Chief Editor. The committee members conduct meeting along with student magazine Secretary and plan further action. A notice inviting literature by students is released. Students submit their writings with committee members. Rules for advertisement are decided and ads are invited. After collection of the literature, members of the committee sort out the content. In consultation with Principal and Management, quotations are invited. After selection of the quotation, the content is sent to printing press. Responsibility of proof reading is assigned to committee members. Messages and opinions by the President, Principal, Chief Editor, Vice Chancellor are invited. Cover page competitions are organized at student level. After completion of printing and binding a few copies are given to management for their observation. Padam is sent to University to be included in Magazine competitions at University level. Students admitted in the college are given a copy of magazine through central library.

File Description	Documents
Paste link for additional information	<a href="http://www.pkkotecha.org/Homepdf/PadamMagzine2020-21.pdf">http://www.pkkotecha.org/Homepdf/PadamMagzine2020-21.pdf</a>
Upload any additional information	No File Uploaded

## 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 this vision. It helps as a roadmap for the growth and development of the college.

Perspective Plan of 2019-20 as below-

- To organize National/State /University level webinars.
- To construct smart class rooms/video recording room.
- To implement cloud based ERP centralized campus management system CCMS in college.

- To strengthen the activities of Alumni association
- To increase no. of research publications and to publish these in reputed/UGC notified journals.
- Deployment:
  - The institution organized 01 National level, 04 University level and 03 College level webinars.
  - Smart class room/video recording room is constructed.
  - The institution installed cloud based ERP Centralized Campus Management System (CCMS), Mastersoft ERP Pvt.Ltd,Nagpur.
  - The institution conducted 02 Alumni Association Activities. In this academic year 69 Ex-students were joined as new life members and 130 as annual members of Kotechian`s Alumni Association.
- 10 Research Papers are published in peer reviewed /UGC notified journals.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.pkkotecha.org/latestdata/621Deploymentdocuments.pdf">http://www.pkkotecha.org/latestdata/621Deploymentdocuments.pdf</a>
Upload any additional information	No File Uploaded

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.KotechaMahilaMahavidyalaya,Bhusawal.

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

**Administrative Setup:**

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

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

Librarian and Physical Director are supported by the staff. They

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

#### Appointment and service rules:

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

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="http://www.pkkotecha.org/Administrative Structure.htm">http://www.pkkotecha.org/Administrative Structure.htm</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

#### 6.3 - Faculty Empowerment Strategies

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

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

Teaching Staff: 1. Group Insurance Scheme.2. Staff Credit Society.3. Maternity leave.4. Medical Reimbursement.5. Provident fund. 6. Life Insurance Scheme.

7. Leave Travel Concession (L.T.C.)8. Faculty Improvement Programme (F.I.P).

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

Non Teaching Staff: 1. Group Insurance Scheme. 2. Staff Credit Society. 3. Maternity leave. 4. Medical Reimbursement.5. Provident fund. 6. Life Insurance Scheme.7. Leave Travel Concession (L.T.C.).8. Earned Leave (E.L.). 9 Duty leave.

10.Gymnasium.11.Gratuity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

#### 6.3.3.1 - Total number of professional development /administrative training Programmes

**organized by the institution for teaching and non teaching staff during the year**

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

09

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

##### Internal Audit:

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

##### External Audit:

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

3. **NSS and Student Welfare Scheme audit:** It is undertaken by the university
4. **Examination and Earn and Learn Scheme Audit:** It is under taken by the university. If there is objection to the way funds are utilized, such accounts are withheld from final installment. 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	<a href="http://www.pkkotecha.org/latestdata/423_Audit_Repot.pdf">http://www.pkkotecha.org/latestdata/423_Audit_Repot.pdf</a>
Upload any additional information	No File Uploaded

#### 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	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institution has strategies for mobilization of the funds -

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



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

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

File Description	Documents
Paste link for additional information	<a href="http://www.pkkotecha.org/latestdata/423_Audit_Repot.pdf">http://www.pkkotecha.org/latestdata/423_Audit_Repot.pdf</a>
Upload any additional information	No File Uploaded

## 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 of assurance strategies and processes, IQAC of the college take efforts by all means-

**Up Gradation of Teaching Learning:** Considering the Covid-19 pandemic, IQAC prompted new ideas in teaching learning process by adopting ICT methods. To cope up with the changing scenario, it has tried to keep pace with the ICT enable teaching-learning process by optimum use of ICT enabled classrooms and constructed Smart Class/Video Recording 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.

**E- Governance:** IQAC of the college focus its attention on e-

governance. Administration, student admission support, CCMS and examination processes are computerized. Students are able to save their time and efforts. Affiliation, LIC reports AISHE Report, NIRF, AnnualReport are processed through e-governance. Online admission forms are made available to students. Student's eligibility document verification is done under e-governance. Examination works such as exam form generation, hall ticket generation, internal marks submission, Redressal of Grievances etc. are processed through e-governance

File Description	Documents
Paste link for additional information	<a href="http://www.pkkotecha.org/latestdata/232You_TubeandGoogle_ClassRoom_Link.pdf">http://www.pkkotecha.org/latestdata/232You_TubeandGoogle_ClassRoom_Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

1. Use of online methods for teaching learning process: By the end of the year 2019-20, there was outbreak of COVID-19 all over the world. It continued with its severity in the year 2020-21. Colleges were closed. In such a situation IQAC took initiative in using online method for teaching learning process. It provided orientation to the faculty. Teachers bifurcated the students into subject groups and thus Whatsapp groups were formed. Teachers have conducted online classes through Zoom, Google Meet and Team Link and Google Classroom to share study materials to the students. Students from semi urban background are able to connect themselves to their teachers on online. Interaction between students and teachers motivated the students to focus on their studies. Ample study material was made available. As a result an incremental improvement in the results of the students is recorded.

2. Organization of online activities for students: During Covid-19 pandemic students were not able to participate in offline activities and it was not permissible also. The IQAC of the college took lead and motivated the faculty to organize online activities that would help the students to maintain their physical and mental health which directly or indirectly show its effect on teaching learning process, its structures and methodologies.

The college organized around 14 online

webinars/workshops/training programs. Some of these are mentioned as below-

Student Development Committee organized one day personality development workshop on 31.12.2020. On 18.10.2020 NSS department of the college organized one day university level workshop on Maze KuthumbMaziJababdari. On 24.05.2021 one day Yoga and Meditation training programme was organized in collaboration with Advaitanand Yoga Centre and Gymkhana Department. Student & Staff Development Committee organized Webinar on "COVID-19:A Psychoanalytic Perspective" on 31st May 2021. Research Promotion Committee conducted a Webinar on "Contribution of Women in IPR" on April 28, 2021.

Student learning outcomes are reviewed through online internal tests and university examinations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.pkkotecha.org/Annual_Report.htm">http://www.pkkotecha.org/Annual_Report.htm</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 to equip the girl students with physical strength and mental poise to face the undesired situation.

During this year following activities were conducted such as Contribution of Women in IPR, Stress Management and Wellness, Maze Kutumb, MaziJababdari, COVID-19: A Psychoanalytic Perspective, Thief of womanhood PCOD, Yoga and Meditation and Personality Development.

The College is committed to the security and safety of girl students.

#### Safety and Security:

Security guard is appointed on main gate. Faculty in the capacity of hostel in-charge is deputed. Installation of CCTV Cameras for surveillance is done, Group insurance of students, Health centre, Due to COVID-19, student and staff in the campus are not allowed without mask. 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.

#### Counseling:

Though this is Pandemic situation teachers are counseling the students and given moral supports during various online webinars. All faculty members offer counseling on personal issues such as interpersonal relationship among students. Career and guidance cell offers counseling regarding, career planning, career development and job opportunities, Counseling regarding gender specific issues are provided by online mode. Counseling about sanitization is given to the people in nearby area by NSS department. Institute has counseling centre.

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	<a href="http://www.pkkotecha.org/latestdata/711GenderSentazationPlan.pdf">http://www.pkkotecha.org/latestdata/711GenderSentazationPlan.pdf</a>
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	<a href="http://www.pkkotecha.org/latestdata/711Facilities.pdf">http://www.pkkotecha.org/latestdata/711Facilities.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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 NSSVolunteers. Unused waste is carefully transferred in Municipal Council Vehicles. Scraps and Newspapers are sold to recycling agencies.**

**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.Incinerator is installed in the common room and hostel for proper disposal of sanitary pads.**

**E-waste management:** - Non-working laboratory equipments 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 developed by the department of Botany and Zoology. Our campus has two units of Vermi compost. After the Vermi compost is ready in due course, it is harvested and used for the plants on the campus and it is also available for stakeholders in a minimum cost. 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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.**

D. Any 1 of the above

**Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies of  
reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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.

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

- Following are the programmes organized for achieving this noble goal.

GandhagiMukt Bharat Abhiyan, Maze Kutumb, MaziJababdari organized by NSS department and NSS, KBCNMU, Jalgaon.

- Awareness program implemented on How to use Mask, How to clean Hand, Maintain Social Distancing.
- Celebration of International Women's day, Felicitation of Women Corona Fighters, Voters day and International Yoga day celebrated by organizing workshop on Yoga.
- Annual Gathering taken by online mode in which students performed cultural programme.



- Various departments of the college organize speeches on different topics in order to sensitize students.
- Hindi and Marathi Week were celebrated.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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 have certificate course in Human right

**Patriotism:**

Celebrating Independence Day, Republic Day, Celebrate Maharashtra day.

**Civic Sense:**

Inculcation of civic sense in student, we celebrate National Voter day ,Human Right day, Constitution day(Savindhan Divas) celebrated by online Quiz on Indian Constitution.,Maze Kutumb,MaziJababdari organized by NSS department and NSS, KBC, NMU, Jalgaon,Workshop on Preventive measures in COVID-19,Blood Donation Camp in collaboration with Arogya Seva Medical Foundation, Jalgaon and SatarkataJanjagrutiSaptah by taking pledge for Strong Democracy.

**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.

**Responsibility and Duties in COVID -19 Pandemic:**

Students and teachers were encouraged to undertake Janta Curfew

pledge during lockdown to show their responsibility as citizens. It gave messages to students and citizens to stay at home and prevent spread of virus.

The Institution has been taken maximum efforts to ensure safe environment in the College. Staff is asked to come to College in a distributed manner.

Security personnel check the temperature and oxygen level of any person who enters the campus. The class rooms, staff room, laboratories and office are frequently sanitized.

Banner of preventive measures is displayed in the campus. Sanitizers are made available at the entry point in the College. Distribution of sanitizer and Grain and Masks by NSS volunteers to the people in nearby area.

It is compulsory for any person entering the College to wear a mask and maintain social distance. All activities are continued through online platforms.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.pkkotecha.org/latestdata/719Inculcationofvalues.pdf">http://www.pkkotecha.org/latestdata/719Inculcationofvalues.pdf</a>
Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	No File Uploaded
Any other relevant information	No File Uploaded

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 2020 International Yoga day, 15th August 2020- Independence day, 26th January 2020- Republic day, 1st May 2020- Maharashtra day (Labor Day), 1st August 2020 -Lokmanya Tilak Death anniversary, 2nd October -Mahatma Gandhi birth anniversary - It is also celebrated as World Non Violence Day, organizing Quiz and Essay competition, 24 September 2020 celebrated as foundation of NSS day, 15 October 2020 Dr. APJ Abdul Kalam Birth Anniversary celebrated as Vachan Sanskruti din by Online mode. 31st October 2020, Birth anniversary of Sardar Vallabh Bhai Patel is celebrated as Unity day, 26 Nov. 2020 celebrated as a Constitution Day, 6 Dec. 2020 celebrated as a Mahaparinirvan Din of Dr. Baba Saheb Amedkar, 12th January 2021, Swami Vivekananda birth anniversary is Celebrated as National Youth Day. 30 October 2020, Satarkata Janjagruti Saptah is celebrated by taking pledge for Strong Democracy and also as Martyrs day. Celebration of Chhatrapati Shivaji Maharaj Jayanti on 19 February 2021. National Voters Day is celebrated on 25th January 2021 in which the students are given awareness on their duties and rights as a loyal citizen. Our students come together to celebrate National festivals and birth/death anniversaries. The above Programs are organized by arranging the lectures of eminent personalities, Essay competitions, Patriotic song competitions, Fancy dress competitions etc. It boosts the patriotism and the qualities of leadership among students to built 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)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

**Best practice I:-**

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

2. Objectives of the practice i) To create an environment of transparency and introspection ii) To develop self respect and self discipline iii) To inculcate spiritual and ethical values among students during their regular study iv) To develop holistic approach among students.

3. The context: 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.

4. The Practice: Online Lectures are delivered by external experts and internal resource persons on topics like integrity, responsibility, empathy, righteousness, piety, courage and Indian ethos among the students. All the activities mentioned above are conducted by various committees like Art circle, Ceremony, Student Welfare, Career Counseling, Science Association, Wangmay Mandal, Environmental awareness, Yuvati Sabha and NSS.

5. Evidence of Success: Our institution actively organizes various programs. A gradual shift is observed in the attitude and behavior of students in terms of introspection, differentiation between right and wrong. Students seem to be now aware of the condition of the downtrodden. They have become compassionate, prudent and supportive to the deprived groups of society. Our students also participated in creating awareness program of preventive measures in COVID-19 Pandemic.

6. Problems Encountered and Resources Required: The programs conducted by the Institution are useful for the students. The eminent personalities are required to deliver lectures. The programs require more funds. The programs are organized by various committees to impart ethical and spiritual values among students.

Best practice II:-

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

2. Objectives of the practice:

To make students read selective literature at their own pace.

To inculcate reading habit among students.

To increase thinking and decision making ability among students.

To increase subject knowledge of the students.

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

3. The context: The Principal and members of the Library Committee came out with an excellent stimulus to activate Reading-Writing skills among students.

4. The Practice: In modern era, Students don't spare time for reading books as they are interested more in watching television and Internet. To develop good read habit among students, the members of the library committee and language experts in our institution provide freedom to students to select a book of their choice which includes mainly life sketches of eminent personalities, autobiographies and literature etc. Due to pandemic Students enrolled online in the book review competition at their own will. Perceptions of individual readers of each book are submitted by online mode, which are examined by experts. The best book reviews are published in college magazine. All this helps to nurture and enhance reading as well as summarizing abilities among students.

5. Evidence of Success i) In this activity students participation is increased.

ii) Students interest in reading seemed increased. iii) Writing Skills of students also improved.

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

In this Year 20 students Participated as below-

Marathi 07,Hindi -09,English 04

Marathi - 1 prize- Aishwarya Ravindra Patil T.Y.B.A.

2 Prize- Nikita BaliramPachpandeM.Sc.I(Chemistry)

Hindi - 1. Shayara Mohmmad Gawali S.Y.B.A.

2.Varsha Bharat Mali S.Y.B.A.

English -1.Pranita Devendra Bhalerao -F.Y.B.A.

2.Umme KulsumBattiwala- F.Y.B.A.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.pkkotecha.org/latestdata/721BookReview.pdf">http://www.pkkotecha.org/latestdata/721BookReview.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

#### Insistence on Social Commitment

"Enrichment of Women Through Quality Higher Education for Better Society and Stronger Nation" is the vision of the Institute. It continuously involves in various activities and programmes for the fulfillment of the vision. Teachers, students, non-teaching staff and even management have their genuine interest in social issues. Priority is always given to touch up on social areas. These are listed below.

1.Best N.S.S. volunteers: - The institute has NSS unit of 250

students in it. Program officers continuously engage NSS volunteers in various activities that imbibe social approach among students. These are motivated to such extent that they get involved in dealing with social issues. Their activities and contribution is felicitated every year in annual prize distribution ceremony of the Institution. Some of the best NSS volunteers have given contribution to society in different ways.

2. Introduction with Epoch Makers: - The Institution is keen to create interest among students about social issues and those eminent personalities who are committed to bring change in the lives of the deprived, the downtrodden and the needy are invited in the campus. During this year, due to COVID-19 Pandemic the Institution has arranged online interactive sessions of the social change makers with our students, staff and parents.

3. Promoting Eco-friendly attitude: - A positive attitude towards the environment positively impacts the level of environmental awareness. The institute always attributes to develop eco-friendly behavior and environmental awareness by conducting various activities.

A few of them are cited below -Guests invited on various occasion are felicitated with the plants. Seed bank project is active in the campus. Students and faculty collect variety of seeds. Collected seeds are hand over to Botany Department for making tree saplings.

The Activity of tree plantation is undertaken every year in the campus. Water is precious resource due to increase in demand from our ever-growing population and climate change. Considering the importance of water, water harvesting is done in the premises of the institute.

VermiCompost, Solar Panels, Solar water heater, Solar Lights, Soak pits are available in campus.

4. Measures to tackle social evils (restrain):- Various social evils are prevalent even today in the society. The institution is committed to restrain a few of social evils by arranging various online activities in this academic year such as Anti-addiction day, Importance of vaccination etc.

5. Teachers' individual donation for prizes: - Some of our teachers' have deposited money for the sake of felicitating students for their achievements. It has not only set a role model for social commitment for students it may results in such contribution by the alumni in

future.

6. Charity Practices: - Some of our faculty members and even students are also involved with keen interest in the practice of charity acts. They offer voluntary help to those in need as a humanitarian act. Our Student Tejasvi Yuvraj Tayade made a mask for prevention of COVID-19. Eight students distributed grains to 39 peoples.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

The future plan of action for academic year 2021-22 was prepared in the IQAC meeting dated on 20.06.2021.

1. Organization of Seminars/Conferences/Workshops online/offline by various departments.
2. To organize faculty development programme/training programme for teaching and non-teaching staff.
3. To upgrade commerce laboratory with latest software and data base.
4. To upgrade Language laboratory with latest software and computers hardware.
5. To motivate the faculty for major/minor research projects.
6. To start new add-on courses.