



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>K.E.Society's Pratap College Amalner (autonomous)</b>
• Name of the Head of the institution	<b>Prof.Dr.P.R.Shirode</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone No. of the Principal	<b>02587223103</b>
• Alternate phone No.	<b>02587223101</b>
• Mobile No. (Principal)	<b>9404056845</b>
• Registered e-mail ID (Principal)	<b>kespca@rediffmail.com</b>
• Address	<b>Marwad Road Amalner</b>
• City/Town	<b>Amalner Dist:Jalgaon</b>
• State/UT	<b>Maharashtra</b>
• Pin Code	<b>425401</b>
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	<b>18/02/2019</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Prof.Dr.J.R.Gujarathi				
• Phone No.	02587222905				
• Mobile No:	9422278987				
• IQAC e-mail ID	coordinatoriqac@pca.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://pca.ac.in/uploaded_files/PCA%20AQAR%202019-20.pdf">http://pca.ac.in/uploaded_files/PCA%20AQAR%202019-20.pdf</a>				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://pca.ac.in/uploaded_files/Academic%20calender%202020-21.docx">http://pca.ac.in/uploaded_files/Academic%20calender%202020-21.docx</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83.70	2004	16/02/2004	16/02/2009
Cycle 2	A	3.30	2011	30/11/2011	29/11/2016
Cycle 3	A+	3.52	2017	30/10/2017	29/10/2022
6.Date of Establishment of IQAC			16/02/2004		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Pratap College Amalner	Automomy	RUSA	13/03/2019	25000000	
<b>8.Provide details regarding the composition of the IQAC:</b>					
• Upload the latest notification regarding the composition of the IQAC by the HEI			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken 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.Did IQAC receive funding from any 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>	
one day National level seminar on IPR (Intellectual Property Rights)" on 15.10.2019. .	
. One day National level seminar on "Gandhian Thoughts" on 2.10.20.	
One day state level guidance session for IPS was organized by CCMC and IQAC on 25/01/2021	
One day state level webinar on MPSC was organized by CCMC and IQAC on 18/07/2020	
One day state level webinar on advances in industrial automation and device simulation was organized by department of Electronics and IQAC on 29/10/2020	
<b>12.Plan of action chalked out by IQAC at 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
To strengthen carrier counselling centre	carrier counselling centre has been strengthened by organizing five online carrier guidance programmes
To organize conference/webinar/workshops online under RUSA	One day online conference webinar workshop were organized by department of Chemistry,English,Mathematics
To organize gender sensitization programmes online	Gender sensitization programme was organized for gender equity about 70 students participated in it
To encourage research and consultancy to generate revenue	Research grade instruments are available in central instrumental lab.The other colleges and University were informed about the facilities available in lab.The result is many research students in other colleges submitted their research samples for analysis
To organize skill development programmes	Twenty skill development programmes were organized for students online under RUSA and IQAC
To make the campus plastic free	The use of plastics in the premises is prohibited.NSS had taken initiative and explained the bad effects of the use of plastics
Training programmes/workshops for students	Workshop was organized on drug designing and use of ICT tools by department of Chemistry for students
Incubation centre activities	Organized online session on career opportunities in food processing and technology (start up) for B.Voc students,organized eight weeks industry connect

	Internship programme commercial training and coaching,organized workshop on industrial interaction for students (start up),organized 8 weeks industry connectinternship programme on bussiness solution programme,Eight weeks industry connect internship programme commercial traing and coaching				
? Entrepreneurship training to students by Maharashtra chamber of Commerce	organized eight weeks industry connect internship programme by Maharashtra chamber of commerce industries and agriculture				
<b>13.Was the AQAR placed before the statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name of the statutory body</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>College Devalopment committee</td> <td>24/08/2022</td> </tr> </tbody> </table>		Name of the statutory body	Date of meeting(s)	College Devalopment committee	24/08/2022
Name of the statutory body	Date of meeting(s)				
College Devalopment committee	24/08/2022				
<b>14.Was the institutional data submitted to AISHE ?</b>	<b>No</b>				
<ul style="list-style-type: none"> <li>Year</li> </ul>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>Nil</td> </tr> </tbody> </table>		Year	Date of Submission	2021	Nil
Year	Date of Submission				
2021	Nil				
<b>15.Multidisciplinary / interdisciplinary</b>					
<p>According to CBCS pattern,a paper called Generic paper has been introduced at T.Y.B.A level.By defination it has to be a multidisciplinary paper.Hence students are introduced to interdisciplinarity.</p> <p>M.Sc students are encouraged to take up topics which are interdisciplinatory in nature for their project work.</p>					

Research supervisors see to it that the research topics chosen by their research student are multidisciplinary in nature.
<b>16.Academic bank of credits (ABC):</b>
The ground work for establishing academic bank credits is in process.We are in talks with the University authority.
<b>17.Skill development:</b>
A course called skill enhancement course has been introduced for undergraduate students of all faculties.  Our college runs certificate courses which are dedicated to skill development.  College has conducted workshops,lectures and programmes for skill development from the assistance received under RUSA
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
The college has planned to introduce such courses in near future.
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
1) All the BOSs are instructed to prepare syllabus document by keeping in view the outcomes of their programmes.  2) The administration ensures that all teaching and evaluation process is conducted inthe spirit of the outcome based education.
<b>20.Distance education/online education:</b>
Our college hosts a centre of Yashwantrao Chavan Maharashtra open University which offers multiple courses in distance mode.  We intend to start MOOCS and distance education in future

## Extended Profile

### 1.Programme

1.1 41

Number of programmes offered during the year:

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

**2.Student**2.1 **4385**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 **1537**

Number of outgoing / final year students during the year:

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

2.3 **3724**

Number of students who appeared for the examinations conducted by the institution during the year:

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

**3.Academic**3.1 **1278**

Number of courses in all programmes during the year:

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

3.2 **73**

Number of full-time teachers during the year:

## Extended Profile

### 1. Programme

1.1	<b>41</b>
Number of programmes offered during the year:	

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

### 2. Student

2.1	<b>4385</b>
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2	<b>1537</b>
Number of outgoing / final year students during the year:	

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

2.3	<b>3724</b>
Number of students who appeared for the examinations conducted by the institution during the year:	

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

### 3. Academic

3.1	<b>1278</b>
Number of courses in all programmes during the year:	

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



3.2	73
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	118
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	57
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	64
Total number of Classrooms and Seminar halls	
4.3	469
Total number of computers on campus for academic purposes	
4.4	70 lakhs
Total expenditure, excluding salary, during the year (INR in Lakhs):	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The learning experiences for different programmes in the institution are designed and delivered keeping in mind the socialized skill areas, students need specific to different programmes. These learning experiences are linked to the learning goals for each programme. faculty of the institution is the member of BOS of related subjects and decipline. All decisions related to academic inputs in a particular programme are taken by BOS, which

are then approved by academic council. Each subject has a Board of studies (BOS) which largely comprises internal faculty ,one student and three external members. The role of BOS is to examine curriculum review changes, sequencing of courses, alignment of course credits with regulatory referrals. Decisions taken in BOS are then referred to the chairman of BOS for granting approval to the decisions made at the level of BOS

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="http://www.pca.ac.in/uploaded_files/1.1.2.pdf">http://www.pca.ac.in/uploaded_files/1.1.2.pdf</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

36

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

91

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of new courses introduced across all programmes offered during the year</b>	
91	
<b>File Description</b>	<b>Documents</b>
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System</b>	
24	
<b>File Description</b>	<b>Documents</b>
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
<b>1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum</b>	
<p>In the process of curriculum designing, Heads of the department conduct meeting in their departments to ascertain content and pedagogical changes required based on their past experiences, the objectives of the courses and also the programme outcomes. After the internal discussions, the curriculum review committee including the external members will go through each and every course. After discussions, finalize the model course structure to be followed in the programmes and submit a detailed report. Such reports are presented in BOS meeting for rectification. The template for each of the courses is then circulated to the course coordinators to design their courses. The course effectiveness is measured both in terms of end term course feedback and programme learning objectives. In each of these courses, the faculty indicates components which match the programme learning goals for their course. The curriculum also integrates experimental learning</p>	

through study tour, research projects. Yoga courses are introduced in third year of B.A, B.Com, B.Sc .The detailed course outline at the beginning of every semester keeps the student well informed. The faculties are also permitted to prepare a detailed course book for their courses.

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

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

06

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

78

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

140

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 1.4 - Feedback System

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="http://www.pca.ac.in/uploaded_files/Feedback%20analysis%20curriculum%202020-21.docx">http://www.pca.ac.in/uploaded_files/Feedback%20analysis%20curriculum%202020-21.docx</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - The feedback system of the Institution comprises the following**

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="http://www.pca.ac.in/uploaded_files/Feedback%20Report%20stakeholders%202020%20-21.docx">http://www.pca.ac.in/uploaded_files/Feedback%20Report%20stakeholders%202020%20-21.docx</a>
Any additional information	No File Uploaded

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

4385

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

zero

File Description	Documents
Any additional information	No File Uploaded
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 students' learning levels and organises special programmes for both slow and advanced learners.

Each department has an arrangement to identify slow and advanced learners. The slow learners are given specific task to understand the subject easily. Some extra classes are conducted for those students. The students are given full liberty to interact with teachers outside the classroom. Advanced learners are given reference books to draw their own notes. Alumni also help the students in this regard. Career counselling and mentoring cell keeps its library open for both advanced and slow learners. Guest lectures are also organized for the students online. Some topics are repeated for the slow learners and first learners. Remedial coaching is also organized for the students.

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

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/06/2021	4385	71 (Ratio 62:1)

File Description	Documents
Upload 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:

The institute organizes workshop to enhance the learning experience of the students. The department organizes lectures of eminent faculties. Study tours and exposure visits, skill development programmes are also organized by the departments.

Departments organize welcome function for first year students and explain the mentoring system . The information of student such as the contact number, email of the student, gender etc are collected. Teachers discuss with parents during parent-teacher meetings or personally and identify the problems faced by students. Time factor is major constraints of the mentoring system, especially after introduction of the CBCS. So teachers suggest to prepare list of difficult questions and then the teachers provide. In some departments, tutorials are also conducted for students.

Objectives of mentoring

To increase the teacher-student contact hours

To identify and address the problems faced by slow learners and first generation learners

To encourage advanced learners

To decrease the student drop-out rates

outcome:

1. Significant improvement in the teacher-student relationship

2. Some students qualified in competitive examinations

3. Students participated in co-curricular activities and have also won prizes

4. Students placed in NCL and other prestigious institutes for higher studies

5. Students showed outstanding performance in sports tournaments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="http://pca.ac.in/uploaded_files/2.3.1%20additional.docx">http://pca.ac.in/uploaded_files/2.3.1%20additional.docx</a>

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

In Pratap College Amalner (Autonomous), some classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection. The faculty at the institution use various ICT enabled tools to enhance the quality of teaching-learning like-

1. Google classroom is used to manage and post course related information- learning material, quizzes, submissions and evaluations, assignments, etc.
2. Online drawing tools like concept maps, mind maps, are used to perform student centric activities.

3. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

4. The online learning environments are designed to train students in open problem-solving activity.

5. Video lectures are created and uploaded in appropriate platforms for studentstouseas extralearningresources.



6.Lab manuals are mailed to students well in advance the experiment is performed.

7.Online quizzes and polls and lectures are regularly conducted to record the feedback of the students.

8.Practicals are also demonstrated online in advance so that students can perform with good skill.

9.Online tool called Dashboard is used where faculty can monitor students uploading the individual tasks such as solving a problem (hand-written / hand-drawn) assigned during lecture.

10.To teach mathematical subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jam board in Google meet, etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="http://pca.ac.in/uploaded_files/2.3.2%20additional.docx">http://pca.ac.in/uploaded_files/2.3.2%20additional.docx</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

71

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The college adheres to academic calendar provided by the University. The institution prepares the academic calendar every year in advance. The academic calendar covers examination dates, guest lectures, workshops, holidays, vacation dates, festivals, internal examination, statutory committee meetings etc. Academic

calendar provides the total effective working days, as provided by the University and out-of-them 180 days are reserved for teaching work and remaining days are for co-curricular and extra-curricular activities.

The central time table committee and department time table committee prepare the time table. Preparation and Adherence of Teaching Plan: Faculties prepare teaching plan for their respective subjects, class room teaching and lab sessions

Subject willingness and subject allocation:

- HOD lists all the subjects and laboratory experiments
- HOD assigns subject, laboratory sessions (practicals)
- Time table is displayed in notice boards.

Theory course includes,

- Lesson plan.
- Course Outcomes and specific outcomes
- Books are listed for specific topics for easy/additional reference.

Laboratory course includes

- Syllabus for the corresponding laboratory
- List of experiments

Benefits

Each faculty on a regular basis updates the teaching record. This process helps in the review of faculty performance as well. The academic calendar helps students getting the full visibility of events.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<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

71

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

24

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

71

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 2.5 - Evaluation Process and Reforms

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

45 days

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	No File Uploaded

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

02

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

- The institution continuously carries out reforms in its examination procedure through integration of IT in all of the examination system. Examination procedure has been completely automated using Microsoft Examination result programming system software

#### Examination Procedures and IT Integration

- Semester patterns of examination with continuous evaluation system
- Inclusion of seminar project, assignment, tutorial, seminar presentation etc.
- The positive impact of the examination management system
- Online entry of Students attendance and internal assessment
- Online filling of examination / revaluation forms
- The institution delivers question papers through online.
- Examiners are appointed only from the panel of examiners.
- Examiners are provided with login and password for setting the question paper
- Scheme of evaluation along with solutions are made available to the examiners/computers

- Photo copies of answer scripts will be provided to the desired students on application.
  - Evaluation includes the Moderation from senior faculty member
  - Online evaluation marks transfer for result processing.
  - Online declaration of results.
  - Online filling of student details.
  - Digital evaluation, internal marks filling online.
- Internal assessment is done through conducting two tests in a semester. In between, seminars, group discussions, tutorials etc activities are also conducted.

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

## 2.6 - Student Performance and Learning Outcomes

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

College conducts curriculum review of its programme regularly. Also undertakes such review whenever required as per need. It involves all faculties, inputs from students, alumni and recruiter. Each department conducts their internal meetings in revising the courses and follow UGC guidelines. After the internal discussions, BOS including the external members will go through every course and its outcomes . The BOS after discussions, finalize the model course structure and submit a detailed report to IQAC . Such reports will be presented to the Academic Council meeting for ratification and sanction. The adopted report will be communicated to all faculty in each department. The members of BOS are given liberty to design the lecture plans for the indicated course structure. The IQAC prepares a detailed comprehensive course and sends it to website coordinator for uploading .

In order to enhance, effectiveness of curriculum, the faculty integrates cases, term papers, projects and invited lectures in

their respective courses.

The process is fully transparent and well documented. The detailed course outline at the beginning of every semester keeps the student well informed. The faculty is also permitted to prepare a detailed course book for their courses.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Link for additional Information	Nil

#### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

To impart quality higher education embodying literary, scientific, commercial mental-moral, social sciences and corresponding research to the students from mofussil area and to equip them with core values needed to live as a responsible citizen in complex democratic society.

Institute is autonomous and affiliated to KBC North Maharashtra University Jalgaon. We offered Under Graduate, Post Graduate and Research programs and courses under the Faculty of Arts, Commerce and Science. Institution designed curriculum as per the requirements of the students .The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution. Mechanism for implementation of POs, PSOs and COs is

The Program outcomes of Arts

PO1: Students developed their Communication skills.

PO2: Ethical values are inculcated among the students.

The Program outcomes of Commerce

PO1: Understanding of the students is improved of national economic and business scenario. PO2: Students developed their entrepreneurship and contributed in the successful operation of a business.

**The Program outcomes of Science**

**PO1: The students understood the fundamentals of science education.**

**PO2: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students.**

**PO3: Students built-up a progressive and successful career in academics and industry.**

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

**2.6.3 - Pass Percentage of students****2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution**

**1536**

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://pca.ac.in/uploaded_files/6.5.3%20Annual_Report_2020-21.docx">http://pca.ac.in/uploaded_files/6.5.3%20Annual_Report_2020-21.docx</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://pca.ac.in/uploaded\\_files/Students%20satisfaction%20survey%202020-21.docx](http://pca.ac.in/uploaded_files/Students%20satisfaction%20survey%202020-21.docx)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Promotion of Research and Facilities**

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Institute has a well-defined policy for promoting research. The research committee in its meeting has approved a policy on 'Sponsored Research and Consultancy'. The faculty and other is encouraged to undertake sponsored research and consultancy projects in order to strengthen the research profile of the Institute. Research and consultancy is carried in several areas like material science, solid chemistry, Nano technology, study of India's national security, Natural language processing .etc. These projects are very important for maintaining external and global linkages and are also a source of revenue for the Institute.

The Principal of the Institute is empowered to identify Principal Investigator for sponsored project. Such projects are immensely beneficial for the industry and they use it as a development tool. Further to above, the Institute has a Policy to appreciate for quality Research Publications. The objectives of incentive policy are:

Faculty is appreciated for their research papers published in internationally recognized top journals. UGC guidelines are followed to publish research work in the International Journals of repute. In recent years a number of faculty members have been promoted on the strength of such research publications and academic records to their credit.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="http://pca.ac.in/uploaded_files/3.1.1%20Policy-Document-on-Promotion-of-Research.docx">http://pca.ac.in/uploaded_files/3.1.1%20Policy-Document-on-Promotion-of-Research.docx</a>
Any additional information	No File Uploaded

**3.1.2 - The institution provides seed money to its teachers for research**

**3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)**



00

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	No File Uploaded

## 3.2 - Resource Mobilization for Research

### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

00

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.2.2 - Number of teachers having research projects during the year

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	<a href="#">View File</a>

**3.2.3 - Number of teachers recognised as research guides**

23

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

**3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**

1

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="http://www.pca.ac.in/uploaded_files/3.2.4%20Final.xlsx">http://www.pca.ac.in/uploaded_files/3.2.4%20Final.xlsx</a>
Any additional information	No File Uploaded

**3.3 - Innovation Ecosystem**

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

- Promoting Innovation:** The College has created an Innovation & Entrepreneurship in incubation centre for promoting innovation & entrepreneurship activities.

1. **Incubation centre:** College has also established incubation centre. Institution has initiated various activities like pre-incubation support, startup initiatives & training programs.
2. **Center of Excellences:** The faculty & students are encouraged to take up research & developmental activities by utilizing the existing resources. The institution research labs, Instruments lab that has helped our students to develop necessary skills & develop innovative projects in various domains.
3. **Human Resources:** The institute recruits dynamic & highly qualified faculty to mentor and channelize the young minds. Institute has taken an initiative to encourage the faculty members to pursue their Ph.D work by granting leave for dissertation the course work.
4. **Research infrastructure:** The College has a Research Committee to motivate the faculty members to write research projects and submit it to various supporting agencies like DRDO, DST, UGC etc.
5. **Collaborations:** The College has collaboration with technology institution for skill development programmes and entrepreneurship activities so that our students get an opportunity to develop their skills. Undertake College has signed MOUs with technology institution to promote and enhance the quality in education

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

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

50

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4 - Research Publications and Awards

<b>3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software</b>	<b>C. Any 2 of the above</b>
---	------------------------------

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

**17**

File Description	Documents
URL to the research page on HEI website	<a href="http://pca.ac.in/uploaded_files/3.4.2.2%20URL%20on%20web%20Final.xlsx">http://pca.ac.in/uploaded_files/3.4.2.2%20URL%20on%20web%20Final.xlsx</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

**51**

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

<b>3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year</b>	
11	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://pca.ac.in/uploaded_files/3.4.4%20Final.xlsx">http://pca.ac.in/uploaded_files/3.4.4%20Final.xlsx</a>
<b>3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed</b>	
<b>3.4.5.1 - Total number of Citations in Scopus during the year</b>	
55	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	No File Uploaded
<b>3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University</b>	
<b>3.4.6.1 - h-index of Scopus during the year</b>	
10	
<b>File Description</b>	<b>Documents</b>
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>3.5 - Consultancy</b>	
<b>3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)</b>	
00	

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Pratap College Amalner promotes extension activities in the neighbourhood community for sensitizing students to social issues and their holistic development. The institution provides the students with an opportunity to extend their classroom knowledgement into practical experience. Through its diverse community oriented programmes and activities focused at holistic development of students with community, the NSS, NCC, Counseling cell, Department of Social science, Department of Psychology aim at developing a sense among students about attachment to the community, utilizing their knowledge in finding solutions to community problems, acquiring leadership qualities and democratic

attitudes, developing capabilities and skills to meet emergencies and natural disasters and participating in community services by actively involving in various campaigns and programmes. During the last academic year, various community related extension activities were organized such as Environmental Awareness Programmes, Health Awareness Programmes, Swachhata Abhiyan, Road Safety Awareness Programmes, Water Awareness Programmes, Vaccination Awareness Programmes, Programmes and played the roles of community helpers at different places of the city. The institution provided hostel for Covid-19 suspected patient.

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

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

3

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

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

11

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

865

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.7 - Collaboration

#### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

00

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

10

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

## 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 equipments, etc.

The institute provides state of the art infrastructure and facilities for Teaching Learning process. some classrooms are fitted with latest LCD projector, LAN connection in the computer, wi-fi for students in computer lab. The institution has adequate facilities for teaching learning in terms of classrooms,



laboratories, computing equipments etc. Each study departments has adequate numbers of classrooms, laboratories, seminar library, seminar halls, projectors and computer equipments like desktops, laptops, printers, photocopy machines, internet connections, wi-fi etc. There are seminar halls and conference room Moreover, the institution has Central Library. All departments in the institution have departmental Library for students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://pca.ac.in/uploaded_files/4.1.1%20Additional.docx">http://pca.ac.in/uploaded_files/4.1.1%20Additional.docx</a>

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

The institution has adequate facilities for cultural activities in terms of well equipped Kaka saheb Rane Auditorium, Auditorium cum seminar hall, career counseling and mentoring centre Language lab, Basketball, and Volleyball field, Badminton Court and table tennis court for indoor sports. Outdoor stadium, big play ground for outdoor games.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)****60 lakhs**

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college is using manual system for issuing books to the faculty and students. Library uses LIBMAN software for the books , author, Accession . The total numbers of books in library are about 1,30,000 and number of visitors per day is 100-150. The library has browsing centre, Xerox facility, and one reading room for users. The library has separate reading room for the faculty members

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

**4.2.2 - Institution has access to the following:  
e-journals e-ShodhSindhu Shodhganga  
Membership e-books Databases Remote  
access to e-resources**

**B. Any 3 of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)****7069**

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

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)****4.2.4.1 - Number of teachers and students using the library per day during the year****92**

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	No File Uploaded

**4.3 - IT Infrastructure**

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college IT infrastructure was upgraded when special financial assistance was accorded to the college in 2020. The interactive smart board, digital lectern, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with smart interactive board, LCD projector. Digital lectern has microphone system and speakers were installed. The whole college has been made wi-fi enabled wi-fi facility in the college is since long time. College is also availing internet facility from BSNL.

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

4.3.2 - Student - Computer ratio	
Number of Students	Number of Computers
4385	459
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b>	
B. 35 Mbps - 50 Mbps	
File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	No File Uploaded
<b>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b>	
D. Any one of the above	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	<a href="#">View File</a>
4.4 - Maintenance of Campus Infrastructure	
<b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b>	
5.98 Lakhs	

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

There is a college development and purchase committee and managing board to look after the maintenance, repair and constructional work. Construction, repair and maintenance of the main building and physical infrastructure like water facility, power supply and maintenance of campus is looked after by the rector. The minor faults related to the electricity and repairing of building are attended and repaired by the college electrician, hired technician. For the maintenance of toilets and service areas local fund college sweepers have been engaged for cleaning the toilets, washrooms, and buildings. Stock registers are maintained for keeping the list of chemicals, glassware, equipments and sport material and other instruments. Maintains consumption register regularly to keep account of the used material and non-functional glassware, miscellaneous items etc. The minor faults of laboratory equipments (if any) are attended and repaired by the concerned department staff or hired technician whenever necessary. Stock register and dead stock register is maintained regularly to keep record of the functional and nonfunctional items. The rector brings the requirements regarding minor repair work into the notice of the worthy principal and certifies after the work is completed. The funds for the same are utilized out of local fund.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

2766

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

B. Any 3 of the above

File Description	Documents
Link to Institutional website	<a href="http://pca.ac.in/uploaded_files/5.1.3%20Final.xlsx">http://pca.ac.in/uploaded_files/5.1.3%20Final.xlsx</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

17

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

12

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of outgoing students progressing to higher education

319

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

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

01

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

01

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college constituted "Students Council" for every academic year. The selection of the student as per Maharashtra Public University Act 2016. The composition of "Students? council" is as follows:



Its selection: Each council is a representative council, which is called Class representatives. The composition of student representatives are the toppers, of each class are nominated as class representatives, for all the sections from first year UG to Final Year PG. College creates a platform for the active participation of the students in the various academic & administrative bodies including other activities.

Student representative is a member of some academic committees such as Library committee Anti-Ragging Committee gymkhana committee IQAC committee, cultural committee

Principal

Chairman of council

Faculty nominated by the principal

Member

NCC officer

Member

NSS Officer

Member

The Director of Physical education

Member

One Student from each class with academic merit

Member

student showing outstanding performance in each activity of Sports,

NSS, NCC

Member

Two female students (SC/ ST/ NT/ DTNT/ OBC) from Hostel

Member

The activities of the students' Council

- Monitors and help various academic events in the college.
- Coordinate all extracurricular activities of the college.
- Plays significant role as volunteers in all activities.

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

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

00

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Pratap Prerana Prabhodhini Alumni Association is created to build an engaged supportive alumni committee. It plays an important role in shaping the future of the institution. The association is in the process of registration under the society registration act the bylaws have been framed and accordingly norms have been established at for the better connect of alumni with institution. The norms and decisions have started functioning. A separate webpage for alumni is created for which there is good response from the alumni around 200 registration have been received .A good number of alumni are occupying eminent position and contribute to their parent institution. Each member contributes some amount the

towards the contribution of alumni association. This fund is used to conduct activities of the association.

The members of the association contribute in the following manner

- Feedback on curriculum
- Teaching learning process
- Bridging the gap between industry and academia
- Important suggestions about changing trends about business and industry
- Guest lectures to the students of current year batch.
- Interaction and mentoring the students
- Financial contribution of the alumni during the last five years is about 66 thousand till date.

Alumni meets are conducted periodically for networking strengthening the social relations and sharing the expertise with the students for guidance projects placements internship and competitive examination. Alumni are also engaged in providing placement support and Research activities. They are helpful in promoting innovation and patenting, alumni also enhance institution industry interface.

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

**5.4.2 - Alumni's financial contribution during the year**

E. <2 Lakhs

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 an effective leadership in tune with the vision and mission of the Institution

Pratap College is an autonomous co-educational institution governed Khandesh Education Society Amalner. The College functions under the chairman, Vice chairman and all directors of K.E.Society and Administrative Committee consists of Principal Vice Principal, Secretary, Heads of department with other committees .

The College follows directions given by UGC, MHRD, Government of Maharashtra, and K.B.C.North Maharashtra University Jalgaon.

vision : An institution continuously striving to achieve its potential for parity with the best educational institutions, offering education of the quality which will produce students who will lead the fields to which they decide to devote themselves.

Mission : "To impart quality higher education embodying literary, scientific, commercial, mental-moral, social sciences and corresponding research to the students from mofussil area and to equip them with core values needed to live as a responsible citizen in complex democratic society.

Various administrative responsibilities include, Vice Principals, Directors of schools, IQAC Co-ordinator, Controller of Examinations, Rector, Heads of Departments, and Coordinator of various committees

Students also participate in the governance through Student Council, and other academic Committees. There are 4 statutory bodies which function efficiently and effectively . Besides, there are also other committees. There are Suggestion Boxes for the students to express their grievances .

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Pratap College has created a system of decentralization and participative management for effective outcome.

The administrative officers and faculty members are involved in defining the policies and procedures, framing guidelines and rules

& regulations pertaining to admission, placement, discipline, grievance, counseling, training & development, library services etc.

Faculty members are given representations in various committees/cells, their leadership skills are honed by making them heads/members of various academic, co-curricular, and extracurricular committees/cells.

**Academic Autonomy:**

Academic autonomy is offered to all the constituent Institutes. The Board of Studies (BOS), Academic Council, Finance committee and other such academic committees of the institution .

**Administrative Autonomy:**

Administrative autonomy is given to all administrative for the optimum output.

**Financial Autonomy:**

Principal has discretionary power to sanction allocated amount for expenditure and purchases.

**Decentralization and participative management:**

The finance folder of the institution is supervised by accountant in collaboration with Principal. The accountant prepares the overall budget, plans investments, and continually professionalizes the account activities of the Institution. The details of financial planning, budgeting and audits are discussed in meeting and thereafter placed before Finance Committee. After approval of finance committee the details are placed before the Board of Management for deliberations and final approval.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

A perspective plan is in force in the college which takes into consideration the following aspects -

- Academic calendar
- AQAR
- Academic Audit
- Vision and Mission of the college
- Action Plan of IQAC

Strategic Plan •Plan to adopt Autonomy

- Plan to introduce job oriented courses
- Offering certificate courses through various excellence
- Introduce skill development and value oriented courses

Implementation

- Extension activities carried out through NSS and NCC
- B.Voc (Food technology, renewable energy and account and taxation) was introduced in 2019
- Faculty Development Programmes were conducted
- Skill development programmes were conducted for students
- More students from the socially deprived society were admitted with nominal fee, merit scholarship

Strategic Plan 2017-2022

- The college established MOU for skill development training
- To conduct skill oriented training programmes for students
- Motivate students for competitive examination
- To Improve the employability skills of the students
- To encourage the students participating in co-curricular/

**extracurricular activities**

- To encourage the Faculty for publishing research articles in UGC approved journals
- To encourage the Faculty to apply for major and minor research projects
- To organize National and International conferences in the departments

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**GOVERNING BODY: Review academic and other related activities of the College**

**Principal :** To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.

To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university

To conduct internal, end and other examinations

To initiate all the developmental activities, monitor the progress and report to the Governing body

To become responsible for the general amenities and arrangements for students and employees of college

- **COMMITTEES:** Every committee constituted at college level and department levels have the faculty member as an coordinator with other faculty members as committee members.
- **HEAD OF THE DEPARTMENT:** HOD look after all academic activities in the departments
- **IQAC coordinator :** Policy framing monitoring all academic activities CAS for teachers and documenting various programmes in the institution.

- Vice Principals : Academic activities, administration of office and assist principal in other work

#### Various Committees of the Institution:

The Institution has 35 other committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the Head of the institution.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="http://www.pca.ac.in/uploaded_files/6.2.2%20Document%20Final.docx">http://www.pca.ac.in/uploaded_files/6.2.2%20Document%20Final.docx</a>
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The College makes arrangements for all the government schemes such as Gratuity, Pension, Commutation of Pension, Earned Leave encashment, Maternity Leave, Medical Facility, Leave for



Conference, Permission to attend FDP such as Orientation programmes and Refresher courses, short term courses, etc.

Financial Support oFor children's education 25 % fee concession in admission of the non-teaching staff

- o The self-financed staff of the institution also receives permission to attend Faculty Development Programme, conference seminar, workshop.

oLow Interest Housing Loan for employees

- o Office rooms for Staff society on the campus
- o Staff quarters for the domestic staff
- o Two sets of uniforms to the non teaching staff
- o Wi-Fi facility

Cater to Emotional Needs

- o Indoor games facility for the staff
- o Financial assistance to the students for exposure visit and tour

Recognition

- o The spouse or family member (Non-Teaching Staff) is given a job on compassionate grounds.

Avenues for Career Development and Progression

- o Incentive in the form of salary hike for the staff of the self financed stream for completing their PhD degree as per Government rules
- o Various other training programmes such as item writing, research project etc for teaching fraternity, Ms-Office non-teaching staff, for domestic staff

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

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

00

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 programmes organized by the Institution for its teaching and non-teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)**

75

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly

**The college conducts both internal and external financial audits**

regularly.

**External Audit** External Audit is conducted by the following agency:

1. Team of Pratap College Amalner (Autonomous)

This team of auditors comes occasionally to audit. It is constituted Pratap College Amalner .

2. Chartered Accountant of the Institute

The institution has an auditor, who audits annually all the vouchers and bills of the expenditure. After checking the bills and vouchers, auditing the expenditures, the C.A. generates a certificate for the college.

**Internal audit**

Internal Audit Internal audit is done by checking each bill and vouchers by a team of the college. Every year the Principal constitutes this team, having one member from economics or from commerce. The cashier maintains the cashbook, receipt, bills and vouchers. It is checked by the internal team of auditor

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

**6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)**

00

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

## 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

- Fees charged as per the university and government norms from students

**Salary Grant:** The College receives salary grant from the State Government. This grant includes salaries of the Full Time Permanent teachers and non- teaching staff .

**UGC Grants:** Our College is under 2F and 12B as per UGC. Act So we receive grants from the UGC for the development, maintenance of Infrastructure, upgrade of the Learning Resources and Research.

1. We received funds from RUSA for conduction of seminars,conferences,workshops,for soft skill development courses, new computers,upgradation of research lab, purchase of software and for construction and renovation etc
2. We received funds from the special annual membership of Library.

Our resource mobilization policy and procedures are as follows:

1. The institution sets up a UGC Committees per the directions of the UGC
2. The Purchase Committee takes care that purchases are done properly
3. Regular internal audits from the Chartered Accountant and external audits from the government .
4. The time-table committee looks after the proper utilization of classrooms and laboratories. 5. The Library Committee takes care that the resources in library are utilized optimally.

6.Our Botanical garden is maintained by department of Botany.

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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

**IQAC is established on 16th Feb 2004.**

**Main focus on:**

- Realizing the Mission and Vision of the institution.
- Defining the POs Institutionalizing the quality policies
- Documenting the quality assuring strategies
- Continuous improvement in the strategies.

**Objectives:**

- To develop a system for conscious, consistent and catalytic action
- To promote measures for institutional functioning towards quality enhancement
- To encourage various committees of the institute like NSS, NCC and alumni association to organize awareness camps, extension services.

**IQAC prepares and submits AQAR as per the guidelines and parameters of NAAC.**

**Two practices:**

1)

- Industrial visits during the academic year for the students to enhance their practical knowledge.
- Skill development programmes for students.
- Training programmes to update the students with current advancements and job oriented skills.
- Students rallies, lectures for extension activities.
- Conduction of review meetings with academic coordinators, head of the departments to keep a check on all curricular, co-curricular and extracurricular activities.

2)

- Collection of from alumni, academicians, parents, faculty, students and those who visit the institution and resource persons who come to share knowledge/expertise who come to share their experience in industry.
- Feedback received scrutinized and analyzed

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

**IQAC being the central body within the college monitors the teaching-learning process.**

**A) IQAC periodically reviews the teaching-learning process**

The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

**Academic Calendar:** Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year.

**Lesson plan for each Semester:** The lesson plan is prepared by the faculty members

**Evaluation of teachers**

The institution has a feedback system to evaluate the teachers by students.

**Student learning outcomes**

The following points are adopted :

**Class tests and interactions**

**Midterm and continuous evaluation**

**Semester system of examination**

Providing lecture notes through an online portal

75% attendance is compulsory in each semester

Extra classes for weak students

Result analysis

Institute has the provision of analysis of students' performance after the announcement of their semester results.

B) Mentor: Mentee scheme

Mentor: mentee scheme is inculcated for the overall development of the students

Process:

The Mentor: Two key members: faculty member, students.

1. The career related function
2. The psychosocial function for mental support

Mentor: mentee ratio introduced and implemented students were motivated and encouraged to seek guidance.

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

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**C. Any 2 of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="http://pca.ac.in/uploaded_files/6.5.3%20Annual Report 2020-21.docx">http://pca.ac.in/uploaded_files/6.5.3%20Annual Report 2020-21.docx</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	No File Uploaded

## 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

NSS unit is started exclusively to encourage the girl students by conducting various activities .

The health facility is provided .

Beti Bachao, Beti Padhao Rally

International Women's Day Celebration

Yoga Sessions

Yoga day Celebration

Gender sensitization programme

The institute has a policy of appreciating faculty without gender bias. Women faculty is nominated, based on their ability, as heads of the departments and conveners of various committees, Vice Principal .

The institution promotes gender sensitization through co-curricular activities workshops, seminars, street plays, poster exhibition etc.

The institution constituted the following committees : Institution Grievance Redressal Committee, Anti-Ragging, Sexual harassment prevention cell, Disciplinary Committee, for the well-being of



students and staff in the institution. The functions of these committees and information is being disseminated to the students through orientation and induction programs.

The institution provides safety and security facilities for the staffs and students such as CCTV surveillance throughout the campus . Students keep I-cards at all times and outsiders are checked by security staff . The institution has a dedicated counselling Centre and good mentoring system for the students for their academic, emotional, social and cognitive development. Personal Counselling to the students . There are separate washroom facilities

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

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

D. Any 1of the above

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Awakening to control 'throw-away' life style and grow consciousness of generating less waste among students, staff and faculty members has also been adopted. Our house keeping staff, gardeners and sweepers help in segregation of waste.

**Solid Waste Management**

It is segregated at source and collected by Safai Karmachari to dispose off properly

Waste like plastic, metals, glass, cardboard, newspaper and

stationery are systematically collected, segregated.

College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp group, email;

Use of paper printed on one side is encouraged in sending fax, print drafts before final document, meeting minutes

kitchen waste from mess and cafeteria, horticultural waste such as dried leaves, twigs, and is collected from all around the campus and used for vermi composting.

Dustbins have been installed throughout campus for waste segregation.

Liquid waste

Liquid waste released from hostel, mess and cafeteria reaches to soak pit through pipes.

Liquid chemical waste is added to soak pit safely through pipes

E-waste management

Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization.

E Waste collected is stored and disposed off annually.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

C. Any 2 of the above

File Description	Documents
Geotagged 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:

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

D. Any 1of the above

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

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

#### 7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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

B. Any 3 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**D. Any 1of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
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, socio-economic and other diversities (within a maximum of 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. With great fervour the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi Sardar Vallabhbhai Patel, Dr. Bhimrao Ambedkar, Sarvepalli Radhakrishnan, Lal Bahadur Shastri. On birth anniversary of Sardar Vallabhbhai Patel on October 31, institution celebrates Rashtriya Ekta Diwas every year.

NSS and NCC Units of our college participate in various programmes related to social issues organized by other colleges. NSS unit of the institution organized winter 7 days camp in village. The third-year undergraduate students of B.A. B.Com B.Sc. and M.Sc are required to compulsorily complete the project/field and non credit that provides an opportunity for the students to work on social issues.

Also, the Departments of Geography, History and Sociology organize a Seminar/ Conferences

/talks on theme Interdisciplinary Conference and Workshop on Field Techniques and Village Survey. The institution organized skill development courses for the students to cultivate different skills in communication computer etc

Various departments organized field study and tours to visit industries, within and outside station. Faculty and students are exposed to the different cultures.

#### Academic Year

Twenty skill development programmes that were conducted by the college; Student support services

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>

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

Institution takes pride in the Plantation Programme where in the focus does not stop with the sound academic foundation of the student community but it moves a step forward to develop them as better citizens of the country. The College celebrates the

Independence Day & Republic Day vigorously. 'Samvidhan Divas' Constitution day was celebrated on 26th November 2020. The Faculty members have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students were engaged academic programs webinars, skill development programme, expert talks, which have enriched the awareness about these aspects. The institution holds the credit in organizing various forms of legal aid and legal awareness camps to recognize the roles and responsibilities as an individual level. Constitutional Obligations: Institution has organized student centric activities like poster & essay competition camps which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship. The institution takes the pride of serving the opportunity for the first year students in conducting the online Induction program during this pandemic Endeavour.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized**

**C. Any 2 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 programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Institution celebrates national and international commemorative days and festivals. Our institution celebrates these events to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness.

Republic day- The institution celebrates Republic day on 26th January

Independence Day is celebrated every year on 15th of August

Gandhi Jayanti is celebrated every year on 2nd October

Sadbhavana Diwas celebrated on 20th August every year

International Yoga day is celebrated on 21st June

Voters Day is celebrated on 25th January

Savitribai Fule Jayanti is celebrated on 3rd January

Swami Vivekanand Jayanti is celebrated on 12th January

Chatrapati Shivaji Maharaj Jayanti is celebrated on 19th February

Dr. Babasaheb Ambedkar Jayanti is celebrated on 14th April

Maharana Pratap Jayanti is celebrated on 25th May

Chatrapati Shahu Maharaj Jayanti is celebrated on 26th June

Lok Manya Bal Gangadhar Tilak Jayanti is celebrated on 23rd July

Dr.A P J Abdul Kalam Jayanti is celebrated on 15th October

National science day is celebrated on 28th February

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged 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 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

### Best Practices: 1

1. Title : "Online teaching learning
2. Objectives:

To insure smooth transition while imparting effective education during pandemic.

#### Principles and concept:

- To insure efficient online teaching-learning process.
- To make the learning experience of students more enriching
- To safe guard the students against the pandemic.

#### 4. The Context

The lockdown happened all of a sudden where no one was prepared.

#### 5. The Practice

Licensed version of Microsoft Team meeting was procured and provided as a platform for teaching-learning process. Teachers were given exclusive training on conducting online lectures



ensuring internet connection in all areas of the college through Wi-Fi connectivity.

#### 6. Evidence of Success:

- Notes and PPTs were prepared as per curriculum
- The internal test, seminars and evaluation was conducted online

#### 7. Problems Encountered:

Initially there was no awareness about the software used for online teaching.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.pca.ac.in/uploaded_files/7.2.1.pdf">http://www.pca.ac.in/uploaded_files/7.2.1.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The institution has committed itself to the task of inculcating social values and responsibilities in its students. Several committees are formed to carry out the duties towards society. The induction program gives the freshmen an insight into the institute's values and vision. NSS unit plans activities like tree plantation and field visits to expose the students to the pressing issues in our society. Societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. The NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more.

In addition to the activities by NSS, many faculty members come up with ideas to contribute to society. The teachers have donated food grains and cooked food to the needy people in covid -19

pandemic.

The institute has been following a reduced paper drive since the last three years. Most communications are only done on whatsapp or mail. The students also contribute and all our event registrations are paper free and done only through web portal. We strictly prohibit the use of plastics.

File Description	Documents
Appropriate link in the institutional website	<a href="http://www.pca.ac.in/uploaded_files/7.3.1%20Final.docx">http://www.pca.ac.in/uploaded_files/7.3.1%20Final.docx</a>
Any other relevant information	No File Uploaded

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

1. To start certificate Courses in the College for students progression.
2. To conduct skill development courses for students
3. To strengthen the use of ICT in Teaching Learning for innovative methods of teaching.
4. To conduct orientation programme for teachers and students
5. To strengthen incubation centre by organizing start up programmes for students
6. Promoting participation of students and staff in sports and cultural activities organized by the college
7. Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research, extension
- 8.. The college plans to organize job interviews by local companies and also organize interactive sessions of final year students
9. To provide seed money for exposure visit
10. To organize seminar on intellectual property Right for students and teachers

11. Up gradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members.

12. Organization of workshop, seminar and job oriented services by the Career Counselling and Placement Unit.

13. Increasing the number of environment friendly initiatives by NSS and ensuring participation of maximum students in such initiatives

14. To prepare for NAAC IVth cycle.

NAAC