Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**ARTS AND COMMERCE COLLEGE PUSEGAON**
Name of the head of the Institution	**Dr. Kailas B. Jagdale**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02375260637**
Mobile no.	**9823608254**
Registered Email	**accp_puse@yahoo.in**
Alternate Email	**shahajimali100@gmail.com**
Address	**A/P - Pusegaon, Tal. Khatav, Dist. Satara - 415502 Maharashtra**
City/Town	**Pusegaon**
State/UT	**Maharashtra**
Pincode	**415502**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Mr. Shahaji Atmaram Mali**
Phone no/Alternate Phone no.	**02375260637**
Mobile no.	**9881444981**
Registered Email	**shahajimali100@gmail.com**
Alternate Email	**accp_puse@yahoo.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://accp.ac.in/iqac_aqar.html

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://accp.ac.in/iqac_aca_calender.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**67.35**	**2004**	**16-Feb-2004**	**15-Feb-2009**
2	**B**	**2.29**	**2012**	**15-Sep-2012**	**14-Sep-2017**
3	**B++**	**2.98**	**2021**	**16-Mar-2021**	**15-Mar-2026**

6. Date of Establishment of IQAC

21-Jun-2004

7. Internal Quality Assurance System

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

IQAC		
Work and Thoughts of Maharshi Vitthal Ramaji Shinde	**02-Jan-2020 01**	**70**
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**2020 0**	**0**
[View File](#)				

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

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

1) Submission of IIQA and SelfStudy Report of the institution to NAAC Office, Bangalore. 2) Organization of National Conference 3) Conducting Diagnostic Test to find out Advance and slow learners 4) Conducting Unit Tests and Preliminary Examination 5) Encourage the students to participate in Avishkar Research Competition organized by Shivaji University, Kolhapur and Rayat Shikshan Sanstha, Satara

[View File](#)

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

Plan of Action	Achivements/Outcomes

To introduce new short term certificate course.	Two Short Term Certificate Courses viz. Karate and Yoga were introduced.
To submit IIQA and Self-Study Report of the institution and submit the same to NAAC Office, Bangalore.	IIQA and Self-Study Report were submitted to NAAC Office, Bangalore in the month of February and March respectively.
To prepare academic calendar for the academic year.	Academic calendar was prepared at the beginning of academic year and uploaded on the college website. year
To collect feedback forms from all stakeholders.	Feedback forms from stakeholders were collected, analysed and action were taken.
To take efforts for beautification of campus.	College campus was beautified
Organize Industrial and Educational visits and Study Tour as a part of the academic curriculum.	Industrial and Educational visits and Study Tours were organized.
To organize seminars and conferences	A Conference was organized on Work and Thoughts of Maharshi Vitthal Ramaji Shinde in January
[View File](#)	

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

Name of Statutory Body	Meeting Date
College Development Committee	16-Jul-2021

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

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

Year of Submission	**2020**

Date of Submission	**30-Jan-2020**

17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Response: Yes, the institution ensures the effective delivery of curriculum through well planned and documented process. Following are some of majors taken by the institution for effective curriculum delivery. College Level Academic Calendar – Academic Calendar for the year 2019-20 is prepared at the beginning of academic year by the College, which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum. Accordingly, the academic departments develop the action plans for academic year. Time Table - The timetable committee prepares the general timetable for arts and commerce at the beginning of academic year. The heads of the respective departments finalized the departmental time-table in consultation with their colleagues. The timetable is strictly implemented for the effective delivery of curriculum. Examination Dates - As per University Timetable, the Examinations in first term are held from 01/10/2019 and in second term the examinations are cancelled due to CORONA -19 Pandemic. Holidays List 2019-20-The list of holidays is provided by the university at the beginning of Calendar Year and Institution follows it. Department Level Departmental meetings - Regular Departmental meetings have played a vital role in planning the delivery of curriculum and provided a platform to discuss the course contents, the difficulties in delivering the content, finalizing the quality objectives and preparing the assessment methods. Departmental meetings are also conducted to prepare the teaching plan of the syllabus of the concerned subjects. Departmental Time-table - Departmental Timetable is prepared in departmental meeting. The Heads of the respective departments finalize the departmental time-table in consultation with their colleagues. The timetable is finalized at the institutional level. Work load Distribution - Syllabus is distributed as per classes and papers for teaching. The classes/papers are also interchanged intermittently based on the teaching experience of the teacher. Activity Planning - Each department has its academic calendar, which is prepared and synchronized with the institutional academic calendar to implement the activities. Result Analysis - The results are analysed in the college after the declaration of result by the University. It is analysed class wise, subject wise and individual faculty wise. It is kept in the staff meeting, then in CDC meeting and it is conveyed to the parent institution. Individual Level - Teacher's Diary - The teacher's diary is maintained as per the guidelines of the University Teaching Plan. The teacher prepares the teaching plan, and the concerned head of the department checks the plan. The teaching plan not only helps the teacher to plan the curriculum delivery in time but also reflects the use of innovative teaching methods such as ICT, participative and experiential teaching, etc. Individual Timetable - Individual Timetable is prepared to complete the syllabus. The head of the institution is reported about the completion of the syllabus. Thus, the college implements curriculum effectively.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Karate	--	05/08/2019	180	Nil	Self Defence
Yoga	--	12/08/2019	90	Nil	Physical Fitness

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

Nill	Nil	Nill
	View File	

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	B. A. II	15/06/2019
BCom	B. Com II	15/06/2019

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

	Certificate	Diploma Course
Number of Students	458	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Balwadi Sevika Training Certificate Course	01/08/2019	26
Translation and Communicative Proficiency in English	05/08/2019	64
Tally Package	12/08/2019	53
Fashion Designing and Tailoring Certificate Course	01/08/2019	28
Beauty and Wellness Certificate Course	14/11/2019	34
Certificate Course in Spoken English	13/08/2019	40
Anchoring Certificate Course	16/09/2019	73
TATA Consultancy Service	23/09/2019	41
Certificate Course in Karate	05/08/2019	49
Certificate Course in Yoga	12/08/2019	50
	View File	

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Environmental Studies	76
BCom	Environmental Studies	63
BA	Marathi	13
BA	Hindi	17

BA	English	14
BA	History	17
BCom	Accountancy, Economics, Industrial Management	53
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback Obtained Feedback is an essential part of effective teaching and learning process. Feedbacks from different stakeholders can be used to adjust and improve current and future actions and behaviours. The feedback conveys stakeholders' expectations regarding curriculum, the institution, teachers etc. and their views about institution. So IQAC has developed feedback system. It helps to make the changes and improvements in Curriculum. It also helps teachers to understand their performance during teaching and learning process. As a result, it enhances assessment performance. It helps to understand the expectation of stakeholders regarding overall performance of the institution. The Feedback processes of institution is as follows: Institution has formed the feedback committee. It distributes feedback forms to all the stakeholders (students, Alumni, Parents and Teachers). Institution collects feedback forms from students, teachers, alumni and parents. Filling of Feedback form is voluntary. Feedback collected, analysed and action taken. The feedback forms are collected from all the stakeholders at the time of Farewell function, Parent Meet, Alumni Meet and Student Teacher Meet. Institution has formed the feedback committee. The Feedbacks are analysed by the Feedback Committee and feedback analysis report is submitted to IQAC for further actions at the end of March. The IQAC members discussed on recommendations made by stakeholders in the meeting and communicate these reports to concerned teacher, departmental heads, Principal, College Development Committee, Board of Studies of Shivaji University, Kolhapur for future improvements. The Feedback analysis reports are displayed on the notice board.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	360	303	303
BCom	Commerce	360	206	206
MA	Hindi	60	25	25
[View File](#)				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	509	25	19	2	2

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
19	19	13	13	2	9

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Students mentoring system is available in the institution. Students Mentoring System is essential in current era. Our institution has strengthened 'Students Mentoring System' which is important aspect in any higher education institute. The college has introduced 'Mentor–Mentee Scheme'. The aim of this scheme is to resolve academic as well as stress related issues of the students. Mentors counsel and assist their mentees in academic as well as stress related issues. Mentors provide information and knowledge to the mentees. At the beginning of academic year mentees are allotted to each mentor. The committee arranges meetings of mentor to discuss and make the planning of the scheme in the beginning of academic year. The committee prepares plan of action and implements it throughout the year. Mentor-Mentee ratio of our college is 1:28 for the current academic year. Mentees are allotted. All mentors are informed to collect basic information of their mentees in prescribed format. Mentors arrange meetings with mentees to tell them about the scheme and the purpose of it, in which Mentors try to stimulate mentees' personal and intellectual growth. They are asked to meet personally if they have any problem related to education or any other stress related issues. Mentors encourage them to get rid of their problems and also assure them that each problem has the salutation. All mentors take follow up of their mentees who have academic, financial and any other personal problems, until they are resolved to their satisfaction. Each mentor inspires his mentees to participate in various academic co-curricular and extracurricular activities. Mentors also guide their mentees. Mentors are trusted guide and advisers. Mentors also provide career guidance to each mentee personally. They are also informed about the job opportunities in public, cooperative and government sectors. They are encouraged to prepare for various competitive examinations. Study material is available for competitive examinations in the central library. Free access is given to each mentee in the library. Internet facility is made available in the library and computer lab. Mentors provide financial assistance to poor and needy mentee for S.T. concession pass and examination fees. The committee makes sure that it would overcome problems occurred during implementation of the scheme.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
534	19	1:28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19	16	Nill	3	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nill	Nil
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	3129	2019-20	03/05/2020	15/12/2020
BCom	7801	2019-20	03/05/2020	15/12/2020
MA	371434	2019-20	03/05/2020	15/12/2020
View File				

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

Yes, The institute takes initiatives in making reforms in continuous internal evaluation system. All teachers are explained about continuous internal evaluation process. Academic Calendar of CIE is prepared and displayed it on the notice board. Four meetings are conducted to implement the CIE calendar within the stipulated time. Students are given two home assignments of each subject in each semester for better understanding of the subject. The home assignments are collected and assessed by the respective teacher and are returned to the students. Semester wise two unit tests of twenty marks are conducted to check the learning levels of the students Preliminary Examination: Preliminary Examination is conducted in every semester. The faculty sets the question papers as per the university question paper pattern. The Examination Committee prepares the schedule of Preliminary Examination and displays it on the notice board in advance. The concerned faculty assesses the answer sheets as per the standard norms of university examination. The paper wise result is submitted to the Examination Committee. The consolidated result is displayed on the notice board of the institute. The answer sheets are also shown to the students on their demand by concerned teachers. It proves very beneficial to the students to make them able to understand their mistakes and improve themselves. New methods such as group discussion, seminars, and multiple choice questions are also introduced.

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

Yes, The college adheres to the academic calendar particularly while conducting Continuous Internal Evaluation through the IQAC. Head of every department, support services and chairmen of various committees are asked to submit the tentative schedule of various activities to be conducted during the academic year to the chairman of academic calendar committee. Academic Calendar contains the relevant information regarding the teaching-learning schedule including working days, various activities to be conducted, dates of internal examinations, etc. Academic calendar is prepared so that teachers and students know about all the activities in advance. The academic calendar is displayed on

the notice board. Each academic activity is organized to develop the overall personality of the students. The examination committee prepares the calendar of CIE. The academic calendar has also the program to conduct CIE. The tentative dates of internal examination are mentioned in the academic calendar and they are conveyed in advance to the students. Every department in their academic calendar mentions the dates of unit test, home assignment, seminars and projects. According to the dates mentioned by departments, the examination committee includes the dates of unit test and home assignments, seminar and projects in the calendar of CIE. The university informs the dates of term works in advance. Specific time is given to conduct the term work. It is our pride to say that our college works as centre for cluster colleges. In cluster colleges meeting the decision are taken regarding appointment of external and internal supervisors for university examinations.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.accp.ac.in/outcomes.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
3129	BA	History	17	17	100
3129	BA	Hindi	18	18	100%
3129	BA	English	14	14	100%
3129	BA	Marathi	10	10	100%
7801	BCom	Accountancy	53	53	100%
371434	MA	Hindi	6	6	100

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://accp.ac.in/pdf/Feedback%20Analysis%20Report%202019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nil	0	0

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date

National Level Conference on Maharshi Vitthal Ramaji Shindes Social and Political Thoughts	Department of History	02/09/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
--	--	--	Nill	--

View File

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

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

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Appliable	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Hindi	2	5.90
International	Political Science	1	Nill

View File

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

Department	Number of Publication
Nil	Nill

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2020	0	--	Nill

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations	Institutional affiliation as

--	--	--	2020	Nill	Nill	0

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	18	1	4
Presented papers	4	3	Nill	Nill

[View File](#)

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
N.S. S. Special residential Winter Camp	Grampanchayat Rewalkarwadi, Tal. Khatav, Dist. Satara	5	50
Tree Plantation	Grampanchayat Rewalkarwadi, Tal. Khatav, Dist. Satara	5	45
Cleanliness drive in the college campus	Arts and Commerce College, Pusegaon, Tal. Khatav, Dist. Satara	11	89
Cleanliness drive at Pusegaon	Grampanchayat Pusegaon, Tal. Khatav, Dist. Satara	10	78
Cleanliness drive at Rewalkarwadi	Grampanchayat Rewalkarwadi, Tal. Khatav, Dist. Satara	3	46
Yoga Training	Arts and Commerce College, Pusegaon, Tal. Khatav, Dist. Satara	4	47
Cleanliness drive after Shri Sevagiri Fair	Sevagiri Devastan Trust	10	246

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students

			Benefited
Conducted the examination on Gandhian Thoughts	Letter of Appreciation for encouraging students to appear for examination on Gandhian Thoughts	Gandhi Research Foundation, Jalgaon, Maharashtra	55
Contribution for Flag Day Fund	Letter of Appreciation and Memento	Department of Ex-servicemen welfare, Ministray of Defense, Government of India	427
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Lecture on Women Empowerment on the occasion on Birth Anniversary of krantijyoti Savitribai Phule	Arts and Commerce College, Pusegaon, Tal. Khatav, Dist. Satara	Gender Equality	16	105
Display of Wallpapers on Various Issues related to Women	Arts and Commerce College, Pusegaon, Tal. Khatav, Dist. Satara	Gender Equality and Health Awareness	18	235
Swach Bharat Abhiyan	Arts and Commerce College, Pusegaon, Tal. Khatav, Dist. Satara	Health Awareness	7	107
Life and Work of Rajmata Jijabai	Arts and Commerce College, Pusegaon, Tal. Khatav, Dist. Satara	Social Responsibility	13	105
[View File](#)				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
History Study Tour 16 Self	16	Self-finance	1

finance 1 Day					
			View File		

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
--	--	--	Nill	Nill	--
			View File		

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Tata Consultancy Services, Limited (TCS)	01/01/2019	Providing Training to Improve the employ-ability of students	45
Rayat Shikshan Sansthas Karmaveer Bhaurao Patil Institute of Management Studies Research, Sataraa	01/01/2019	The library Resources would be shared and to provide research exposure to students	28
Satara Itihas Sanshodhan Mandal, Satara	01/01/2019	To organize Workshops, Seminars and Conferences	100
Shivaji Vidyapith Itihas Parshid, Kolhapur	01/01/2019	To organize Workshops, Seminars and Conferences	50
		View File	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.58	2.14

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
MKCLs LIBRERIA Software	Fully	2.03715.287282018	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9621	102182	900	70126	10521	172308
Reference Books	4119	195287	167	15187	4286	210474
e-Books	16	9800	6	5900	22	15700
Journals	29	17834	3	1500	32	19334
e-Journals	3000	Nill	11000	Nill	14000	Nill
CD & Video	237	101634	Nill	Nill	237	101634
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	4121	122722	Nill	Nill	4121	122722

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
--	--	--	Nill

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	40	1	3	0	1	1	6	10	0
Added	6	0	0	0	0	0	0	30	0
Total	46	1	3	0	1	1	6	40	0

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

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0.31	34891	2.76	186594

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has well established system and procedures for maintaining and utilizing physical, academic and support facilities. The Principal constitutes various committees for augmentation and maintenance of infrastructure facilities in the campus. Maintenance of Laboratory: The College has established Computer Lab. Computer Lab consists of 20 computers and LCD. It has separate Internet connection. The computers are connected to each other through LAN. It is used to conduct certificate course in Translation and Communicative Proficiency and Tally Package course. Tally ERP 9 software was installed for Tally course. Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency. Licensed copies of antivirus are installed whenever necessary. Maintenance of Library: Library is fully automated by MKCL's LIBRERIA software with bar code system. The LIBRERIA enabled OPAC is available online, through which user can search books and titles anytime anywhere. Library subscribes 41 national and international research journals, magazines, periodicals and Marathi, Hindi and English newspapers. Library is member of N-List INFLIBNET and Digital Library of India through which we get e-resources and databases. Daily and timely cleaning of stacks and racks is done with sweeping, wiping and removing dust. The library attendant and peon look after the maintenance of library. Old books are maintained properly. Library is fumigated once in a year to keep it away from library pests. The library is under surveillance of CCTV. For safety and security of the library, fire extinguisher is made available. Maintenance of sport complex: The sport is an integral part of the students' life. The college provides sport facilities and maintains it. The Gymkhana committee looks after the maintenance and utilization of ground. The ground is available for playing Kho-Kho, Kabaddi, and Holley ball. The outdoor sport facilities are maintained by the Director of Physical Education, non-teaching staff and players. The ground is maintained with the help of players and students. Minor repairs to all instruments and equipment are done by the Director of Physical Education. Repairs to gymnasium and specialized equipment is done with the help of trained agencies. Maintenance of Classrooms: The College has 11 classrooms including seminar hall, out of which 09 classrooms are ICT enabled and 02 digital classrooms. All classrooms have comfortable and sufficient seating arrangements, glass boards, dais, LED tube lights and fans. Classrooms are kept clean by sweeping and wiping. Classrooms are utilized for short term courses and co-curricular activities after the regular lectures. Broken desks are repaired or damaged desks are replaced by new ones. Black boards and glass boards if broken are changed urgently. Broken glass panels of windows are replaced. Maintenance of computers: There are 46 computers, 06 laptops, 11 LCDs, scanners, printers, Xerox machines, copiers. Computer with internet

connectivity and printer are provided to all the departments and support services like Library, Administrative Office, NSS, Sports and Computer Lab. Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Barr. P. G. Patil, Smt. Tanubai Wagh and Snehalata Shinde Scholarships	6	9000
Financial Support from Other Sources			
a) National	Rajarshi Chh. Shahu Maharaj Shikshan Shulk Shishyavrutti, Central Sector Merit Scholarship, Shivaji University merit Scholarship and State Government Scholarship	316	340600
b)International	--	Nill	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	01/08/2019	534	Mentor-Mentee Scheme
Personal Counselling	01/07/2019	534	Counselling Cell
Yoga and Meditation	17/11/2020	50	Art of Living Center Pusegaon
Language lab	01/08/2019	40	Arts and Commerce College, Pusegaon
Soft Skill Development	01/08/2019	70	Karmaveer Vidyaprabhodini, Satara
View File			

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

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
2019	MPSC	41	41	Nill	Nill
2019	IBPS	48	48	Nill	Nill
			View File		

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIl	Nill	Nill	Government, Private and Cooperative	3	3
			View File		

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	5	B. A.	Marathi	Chh. Shivaji College, Satara and D. P. Bhosale College, Koregaon	M. A.
2019	6	B. A.	Hindi	Arts and Commerce College, Pusegaon	M. A.
2019	2	B. A.	English	Chh. Shivaji College, Satara and Distance Education, Shivaji University, Kolhappur	M. A.

2019	3	B. A.	History	Chh. Shivaji College, Satara	M. A.
2019	6	B. Com.	Accountancy	D. P. Bhosale College, Koregaon, L. B. S. College, Satara and Distance Education, Shivaji University, Kolhapur	M. Com

View File

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

Items	Number of students selected/ qualifying
Any Other	3

View File

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

Activity	Level	Number of Participants
Elocution in Hindi	Youth Festival, Shivaji University, Kolhapur	1
Elocution in Marathi	Youth Festival, Shivaji University, Kolhapur	1
Group Song	Youth Festival, Shivaji University, Kolhapur	4
Shooting Ball (Men)	Zone	12
Kabaddi (Women)	Zone	12
Kabaddi (Men)	Zone	12
Athletics (Men)	Zone	2
Wrestling (Men)	Zone and Inter Zone	4
Athletics (Women)	Zone and Inter Zone	2
Boxing (Women)	Zone and Inter Zone	4

View File

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	Nill	Nill	Nill	Nill
2019	Nil	Internat	Nill	Nill	Nill	Nill

| ional | | | | | |

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

The students' participation is very active in the academic and administrative bodies of the college. The college has an active Student Council. The Students Council has been constituted as per section 44 of Maharashtra Public University Act 1994 and Board of Student Welfare, Shivaji University, Kolhapur. The formation of Student Council is according to the above act. The Student Council consists of the Principal as the chairman a senior faculty is nominated by the Principal as a member student of each class is nominated on the basis of merit in previous examination as members two girl students from reserved categories are nominated by the Principal as members One student each from NSS, Sports and Cultural department are nominated by respective committee through merit. NSS Officer and Director of Physical Education are also members. The members of Student Council are nominated as per the rules and regulation of Shivaji University, Kolhapur. Student Council is formed by the Selection Committee in the first term. Members of student council play a vital role in various academic and administrative bodies. Students actively participate in every aspect of the institute. Students are nominated in the following academic and administrative committees: 1. Internal Quality Assurance Cell (IQAC) 2. Library committee 3. Student's Grievance Redressal committee 4. Sexual Harassment Prevention committee renamed as ICC 5. Discipline and Anti –ragging committee 6. College Canteen Committee 7. National Service Scheme 8. Gymkhana 9. Cultural committee Student Aid Fund Student council puts student's views regarding issues related to curricular, co- curricular, extracurricular and physical facilities in the meeting. Student council can create positive and healthy atmosphere among students. In the year 2019 the student council was constituted through merit. Activities of student council: The student council shoulders many responsibilities as it is the connecting link between the college administration and students. The council conveys the difficulties to the authorities and suggests changes in some matters. The Student Council helps the institute in organization of various activities such as zonal, inter-zonal, intercollegiate sports competitions, seminars, conferences, Youth Festival, Gymkhana Day, Cultural activities and celebration of Birth anniversaries of national leaders. Student Council of the college also actively participates in many NSS activities like Social Awareness Rallies, Environmental Awareness Programmes, Cleanliness Drives, etc. They play vital role in maintaining discipline of the college. They are also involved in all departmental activities and annual festivals which are organized by students. The college magazine 'Vedavati' is published annually to provide platform to the students to show their creativity. Articles, photographs, drawings, cartoons, research articles, poems and many other type of literature of students are published in the college magazine named 'Vedavati' after proper improvisation and editing. In addition, there is a wall paper exhibition on special occasions such as Independence Day, Republic Day, Birth Anniversary of Padmabhushan Dr. Karmaveer Bhaurao Patil, etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

145

5.4.3 – Alumni contribution during the year (in Rupees) :
48000

5.4.4 – Meetings/activities organized by Alumni Association :
Three meetings of Alumni Association were organized during the academic year 2019-20.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college reflects all of these academic and administrative programs towards the realization of vision and mission statements. The Principal and IQAC chalk out academic as well as administrative development plan taking into consideration the needs and growth of the college and to develop skills among students. To increase the efficiency and effectiveness, administration is decentralized to a good extent. The parent institute from its establishment adopted the policy of decentralization for the smooth conduct of management. Management helps in the major policies of academic and infrastructural development. The CDC is a composition of renowned persons from society and staff, under which college works in the leadership of Chairman of Rayat Shikshan Sanstha, Satara. The CDC plays an important role in policy decision making and financial viability. The Principal as the head of the Institution is the source of inspiration that supports, directs, guides, motivates and appreciates. All the decisions are taken by the Principal, coordinator of IQAC, Head of the departments and the office. Short Term Courses and CIE are successfully implemented and best example of decentralization, is as mentioned below. College Development Committee Principal IQAC Short Term Committee Coordinators Short term courses are the excellent practice implemented by IQAC. The single certificate is not sufficient and also the plain degree needs value added, skill based course. Taking into consideration the need of time, the IQAC of the college decided to run the short term courses. There is the separate committee to look into the short term courses wherever necessary the MOUs are undersigned. The short term courses are optional to the students, according to their interest they choose the short term course. The total enrolled students in the college are enrolled to the short term courses. The output of short term courses is job orientated. Some of our students got the job, some have their own business. Examination: The institution reviews its teaching, learning, process, structures and methodology through periodical intervals. The Principal is at the apex of the institutional mechanism to continuously review the teaching learning process followed by IQAC. The HODs and the coordinators of various committees support this mechanism. The mechanism works under the guidance and instructions of IQAC. The mechanism begins with analysis of university results. The IQAC takes the review of the activities conducted as per the academic calendar. Syllabus completion reports are collected by the HODs and submitted at the end of every semester to the IQAC. Regular Meetings are conducted to take the reviews regarding the classes. The college evaluates the teaching learning process by conducting preliminary examination at the end of each semester. Examination committee is formed which works under IQAC. The faculty sets the question papers as per the pattern of university question paper. The faculty assesses the answer books and the result sheet is prepared and communicated to the students. It helps the students to perform better in the final examination.

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

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	Academic calendar is prepared at the beginning of every academic year by IQAC and strictly followed during the entire year. The Committee prepares time table of all faculties. Each faculty maintains academic diary. All teachers use ICT based teaching and learning method. Every department prepares annual teaching plan and adhere to it strictly. IQAC makes sure that all faculty members use various student centric activities, which are conducted in teaching learning Process like seminars, Group projects, Study tours and field visits etc.
Examination and Evaluation	Tests, tutorials, preliminary examinations are conducted apart from university examinations. Semester wise examination forms are filled by students on the examination portal of Shivaji University, Kolhapur. Examination question papers are sent by University through Secured Remote Paper Delivery (SRPD). Choice Based Credit System for UG programmes has been introduced by Shivaji University from the year 2018-19. Marks of theory and Practical examination of all classes entered online on Shivaji University, Kolhapur Mark entry portal. Result analysis and strategic planning are made for improvement.
Curriculum Development	Involvement of college teachers in curriculum development as BOS. Member of Syllabus Committee. The two faculty members are involved in curriculum development as BOS of Shivaji University Kolhapur • BOS Chairman 01 • BOS Member 01 The curriculum related field visit, study tours, industrial visits, workshops, seminars, group discussions short term courses are designed in the college. The institute has chalked out a distinct quality policy on basis of need of students, curriculum, co-curriculum and extra-curriculum activities, infrastructure development, enrichment of college activities, etc. The quality policy is reviewed through Principals visit and meetings with departments.

Research and Development	The students are motivated with Research facilities and provided to take part in Avishkar, and to read research papers in seminars and conferences. The institution creates research climate for the development of faculty. Institution encourages the faculty to organize National and State level seminars and conferences. The Principal motivates faculty, to participate and present their research work in academic forum. The quality policy is implemented on the following: • To promote culture for research development in faculty. • To provide platform to enhance competency level of teachers. • The optimum use of infrastructure i.e. of library and ICT
Library, ICT and Physical Infrastructure / Instrumentation	The college purchases new books, research journals, periodicals, newspapers and e-resources for college library and thus creates learning environment. There is book issuing facility in Library using Libreria Software. College has provided Broadband Internet Facility to every department. Xerox facility is provided to students. INFLIBNET membership has been renewed. College has separate Reading hall for girls and boys. All classrooms are consisted with ICT facility. Two classrooms have the smart board.
Human Resource Management	Faculty is encouraged to present their research articles in referred journal. Management and Principal encourage the administrative staff to attend skill up gradation programmes in other colleges and university. Institution arranges lectures of eminent academicians for faculty and gives opportunity to do the interaction with them.
Industry Interaction / Collaboration	Number of MoUs and Linkages are made with industries under which various activities, programmes are conducted. TATA Consultancy Services 'Campus to Corporate' course was conducted for third year students in which trained teacher prepared students for corporate work culture.
Admission of Students	Admission policy is open to all and first comes first serves. Admissions are made as per the rules and regulations of Shivaji University, Kolhapur. Reservation policy of

Government of India and State Government is strictly followed. • After the declaration of result, the prospectus is sold. The faculty counseled them for choosing the subjects according to their interests. Then they submit the admission forms to the office with fees as per the guidelines of Shivaji University, Kolhapur and Government of Maharashtra. Online Admission System for UG, PG Courses of Shivaji University, Kolhapur is used for process.

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

E-governace area	Details
Finance and Accounts	Tally Solutions Pvt. Ltd 19882013 Tally ERP – 9 Series – A – Re 02375260637
Student Admission and Support	www.unishivaji.ac.in online
Examination	www.unishivaji.ac.in online examination
Planning and Development	Tally Solutions Pvt. Ltd 19882013 Tally ERP – 9 Series – A – Re 02375260637
Administration	Tally Solutions Pvt. Ltd 19882013 Tally ERP – 9 Series – A – Re 02375260637

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Kamble B. B.	National Conference on Maharshi Vitthal Ramji Shindes Social and Political Thoughts	History Conference, Shivaji University and Arts and Commerce College, Pusegaon 02/01/2020	500
2020	Asst. Prof. Nimase H. G.	Discrimination in Literature: Caste, Religion and Gender Bias in Literature	Dahiwadi College, Dahiwadi	1500
2020	Dr. Gadhave K. G.	National Conference on Maharshi	History Conference, Shivaji	500

		Vitthal Ramji Shindes Social and Political Thoughts	University and Arts and Commerce College, Pusegaon 02/01/2020	
2020	Asst. Prof. Katte A. P.	National Conference on Maharshi Vitthal Ramji Shindes Social and Political Thoughts	History Conference, Shivaji University and Arts and Commerce College, Pusegaon 02/01/2020	500
2020	Asst. Prof. Sakate C. B.	National Conference on Maharshi Vitthal Ramji Shindes Social and Political Thoughts	History Conference, Shivaji University and Arts and Commerce College, Pusegaon 02/01/2020	500
2020	Asst. Prof. Nimase H. G.	National Conference on Maharshi Vitthal Ramji Shindes Social and Political Thoughts	History Conference, Shivaji University and Arts and Commerce College, Pusegaon 02/01/2020	500
2020	Dr. Jagtap A. S.	National Conference on Maharshi Vitthal Ramji Shindes Social and Political Thoughts	History Conference, Shivaji University and Arts and Commerce College, Pusegaon 02/01/2020	500
2020	Kharat S. A.	National Conference on Maharshi Vitthal Ramji Shindes Social and Political Thoughts	History Conference, Shivaji University and Arts and Commerce College, Pusegaon 02/01/2020	500
2020	Dr. Khilare B. S.	National Conference on Maharshi Vitthal Ramji Shindes Social	History Conference, Shivaji University and Arts and	500

| 2020 | Dr. R. P. Bhosale | National Conference on Maharshi Vitthal Ramji Shindes Social and Political Thoughts | History Conference, Shivaji University and Arts and Commerce College, Pusegaon 02/01/2020 | 500 |

| View File |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training Programme Under Karmaveer Vidya Prabhodini	Training Programme Under Karmaveer Vidya Prabhodini	07/05/2019	09/05/2019	3	1

| View File |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
--	Nill	Nill	Nill	0

| View File |

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
19	19	6	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Rayat Shikshan Sansthas Welfare Scheme Sevak Suraksha Insurance Rs.1,00,000/, Rayat Sevak Cooperative Bank, Satara (Loan facility up to Rs.	Rayat Shikshan Sansthas Welfare Scheme Sevak Suraksha Insurance Rs.1,00,000/, Rayat Sevak Cooperative Bank, Satara (Loan facility up to Rs.	Shivaji University, Kolhapur (Student Welfare Scheme Rs. ,25,000/), Student Aid Fund and Earn and Learn Scheme

50,00,000/ and Rayat Sevak Cooperative Bank, Satara Rayat Sevak Welfare Scheme Rs. 15,00,000/) Laxamibai Bhaurao patil ShikshanUttejak Path Pedi, Satara Loan facility up to Rs. 1,00,000, Shivaji University, Kolhapur (Sevak Welfare Scheme Rs. 1,00,000/) Shivaji University Teachers Association, Kolhapur, (Teachers Benevolent Fund Rs. 50,000/)	50,00,000/ and Rayat Sevak Cooperative Bank, Satara RayatSevak Welfare Scheme Rs. 15,00,000/) Laxamibai Bhaurao patil Shikshan Uttejak Path Pedi, Satara Loan facility up to Rs. 1,00,000, Shivaji University, Kolhapur (Sevak Welfare Scheme Rs. 1,00,000/).	

6.4 – Financial Management and Resource Mobilization

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

Accounts are audited regularly with three tier audit system as mentioned below: Internal Audit by the audit department of parent institution is done after every six months. The second phase audit is done by the external and competent Chartered Accountants firm namely M/S. Kirtane Pandit Association, Pune. Annual salary and non-salary audit is conducted by Joint Director verified and approved by Senior Auditor of Higher Education, Kolhapur and finally by Accountant General (A.G.), Government of Maharashtra, Mumbai Last Audit was conducted for the financial year ended on 31 March 2020.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Individual/ Stakeholders	1710333	College Development

[View File](#)

6.4.3 – Total corpus fund generated

1710333

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Rayat Shikshan Sanstha, Satara	Yes	Internal Quality Assurance Cell
Administrative	Yes	Rayat Shikshan Sanstha, Satara	No	Nil

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

• To conduct skill-based activities • To encourage the students to participate in 'Avishkar' Research Competition organized by Shivaji University, Kolhappur

and Rayat Shikshan Sanstha, Satara. • To help the students economically for S. T. concession passes, admission fees, examination fees, etc. • The teachers maintain good relationships with the stakeholders for the development of the institute.

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

• The Principal maintains good relationships with support staff for the development of the Institute. • The Principal motivates support staff to participate in training Programs, workshop and professional programs. • The Principal encourages support staff for updating Computer Knowledge .

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

Recommendation and compliances of second cycle The institute has taken the initiatives in the post accreditation years. The institute has taken into consideration the recommendation for qualitative enhancement by the NAAC peer team. 1) The suggestion by the NAAC was to start PG courses. The institution has started PG Course in Hindi. 2) The NAAC peer team has further suggested to start Home Science as a subject seeing greater number of girl students. The institution has started UGC sponsored Balwadi Sevika Training Course, MPSC/IBPS Guidance Centre, and also short term courses such as Fashion Designing, Beauty and Wellness, Cookery Course, Making Paper Bags and Candles, Basic Yoga Course as well as Karate. 3) The next suggestion by peer team was to organize more Faculty Development Programmes. The institute has organized a State and a National Level Seminars. 4) The attendance and publication of papers at national and International Level Conferences has been comparatively increased. Thus, the institution has succeeded in inculcating the research culture among the faculty. 5) The next suggestion was to discard traditional methods of teaching and make use of ICT. The institution has made available ICT facility in the campus. The faculty members have been making maximum use of ICT in teaching-learning process. 6) Library be fully automated was another suggestion made by the peer team. We are happy to mention that our library is fully automated.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	To Conduct the Career Oriented Courses and Short Term Courses	23/07/2019	23/07/2019	15/02/2020	258
		View File			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Legal Literacy Campaign	18/09/2019	18/09/2019	82	23
. Nutrition Awareness Program	17/12/2019	17/12/2019	78	17
Women's Protection and Nirbhya Pathak	07/03/2020	07/03/2020	86	27
'Women and Health'	12/08/2019	12/08/2019	102	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	Nill
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	15/08/2019	1	Attended Gram Sabha at Pusegaon	Functioning of Grampnachayat	22
2019	1	1	21/08/2019	1	Farmers Meet	Agricultural Problems and Solutions	96
2019	1	1	08/10/2019	1	Senior Citizens Meet	Social Responsibility	38

| 2020 | 1 | 1 | 13/01/2020 | 1 | Youth Day in college campus | Contribution of Youth in nation building | 122 |
| 2020 | 1 | 5 | 17/01/2020 | 7 | Special Residential Winter Camp | Cleanliness drive, Tree plantation, Re-paring Road, Social Awareness | 55 |

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Institutional code of conduct for Principal	20/06/2019	Principal as the head of institute is solely responsible for addressing, attending and Resolving all issues concerned with the stakeholder of education. He strictly followed the academic and institutional code of conducts.
Institutional code of conduct for Teachers	20/06/2019	The code of conduct of teachers related matters such recruitment, teaching, learning, evaluation, relationship with the students, associated staff, parents, management, duties and responsibilities, moral and professional ethics, human values, devotion, dedication and integrity of the teacher towards the college are strictly followed.
Institutional code of conduct for Students	20/06/2019	The student code of conduct applies to all students enrolled in course/program at Art and Commerce College, Pusegaon. The code applies to all in the campus for academic and social activities, which are sponsored or

		supervised by the college. The rules and regulation of admission, attendance, discipline and ant ragging are strictly followed

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Birth Anniversary of Krantisinh Nana Patil	03/08/2019	03/08/2019	125
Birth Anniversary Of Mahatma Gandhi	02/10/2019	02/10/2019	124
Birth Anniversary of Sardar Vallabhbhai Patel (National Integration Day	31/10/2019	31/10/2019	94
Death Anniversary of Mahatma Phule	28/11/2019	28/11/2019	102
Death Anniversary of Dr. Babasaheb Ambedkar	06/12/2019	06/12/2019	105
Dearh Anniversary of Saint Gadage Baba	20/12/2019	20/12/2019	98
Birth Anniversary of Maharshi Vitthal Ramaji Shinde	02/01/2020	02/01/2020	121
Birth Anniversary of Savitribai Phule	03/01/2020	03/01/2020	109
Birth Anniversary of Netaji Subhashchanda Bose	23/01/2020	23/01/2020	96
Birth Anniversary of Chh. Shivaji Maharaj	19/02/2020	19/02/2020	100
[View File](#)			

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

a) Bicycles: Some of the students and staff members use bicycles. b) Public Transport More than 80 students, majority of the teaching and non-teaching staff of the institute use public transport, Government of Maharashtra (Maharashtra State Road Transport Corporation). They come from the outskirts of the college, neighbouring villages. Government of Maharashtra sanctions 35 concession in ST fare and provides monthly pass to the students. The college celebrates World Environment Day. On every Friday 'No Vehicle Day' is observed in the campus. c) Pedestrian Friendly Roads The institute has maintained internal roads in college campus they are pedestrian friendly roads. d) Plastic Free Campus The college campus is plastic free we collect plastic garbage in dustbins which is carried away regularly by the garbage vehicle of Grampanchayat, Pusegaon, Tal. Khatav, Dist. Satara. Canteen's owner of the

college is also instructed to avoid plastic cups and bags. e) GreenLandscaping with Trees and Plants The college conducts activities like 'Save Water Save Trees' etc. to create environmental consciousness among the students and staff. The faculty along with students undertakes tree plantation drive in the month of July and on the occasions like Independence Day and Birth anniversary of Padmabhushan Dr. KarmaveerBhauraoPatil in the college campus and outside the college campus. Efforts are taken for the conservation of environment. Every year the college makes financial provision for maintenance and beautification of campus. More than 165 hundred types of plants and trees were planted during the last five years. National Service Scheme (NSS) has also adopted village, Katgun, Tal. Khatav, DistSatara. NSS volunteers have planted and conserved trees in Katgun. These volunteers create awareness among people to build toilets and utilize them. The N.S.S. Volunteers actively take initiative to maintain the campus clean and hygienic. The institute has a system to produce natural fertilizer through solid waste. Rain water harvesting and utilization system is there in the college campus. Harvested rain water is used to water trees, plants and to maintain greenery. It is also utilized for buildings and cleanliness purpose. f) Paperless Office The office is paperless and computerized. Instead of Traditional system, our office makes use of modern technology for doing all kinds of work and correspondence like admission, eligibility, examination related work, scholarships, etc. ? Tree plantation ? Worked for water conservation (SatyamewJayate Water Cup (Pani Foundation)) and infrastructure is provided for training to society to Pani Foundation Group. ? Financial aid for water conservation to Pani Foundation, Katgun and our college student and faculty also are worked as volunteers. ? Rally for creating awareness regarding water conservation and water management among people. ? Cleanliness drive. ? Rally for creating awareness regarding environment conservation.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 01 1. Title of the Practice: Related to Teaching and Learning "Effective use of Information and Communication Technology in Teaching-Learning process" 2. Objectives of the Practice- Today's is the age of explosion of knowledge. It became possible only because of worldwide net and spread of Information Technology. Though the college is situated in rural area, he institute has following objectives to introduce ICT in teaching-learning process: • To make teaching-learning process more effective and speedy. • To update knowledge and information. • To introduce recent trends in study. • To provoke students to ask questions. • To save both time and energy. • To make students globally fit to survive and proceed. • To help students to become competent and confident. • To help learners to have an open and flexible mind. • To encourage the learners to develop the appropriate social skill. • To prepare the learners for the society of tomorrow. • To use their ICT skills to develop their language and communication skills. 3. The Context: The institute is situated in hilly, rural and drought prone area of Satara district. Most of the students are from the socio-economically weaker families. Very few among them know the actual use of information technology in the teaching-learning process. The students dont have their own Laptops or Computers. A few of them have completed MS-CIT course. 1. The Practice: The parent institute, RayatShikshanSanstha, Satara has focused on the significance of use of ICT in teaching-learning process. Hence, the President of our Sanstha encourages its institutions to make extensive use of ICT in teaching-learning process. There are 46 computers, 6 laptops and 14 LCD projectors in the college. The institute has a Computer Laboratory with 20 computers. The institute has provided computers along with internet facility and printers to each department, Examination Department and IQAC. Short term courses like Tally ERP-9 and

Translation and Communicative Proficiency (Duration one year) are run by the institute. Most of the students are benefited by the ICT facility. Free Internet access is available in the library and Computer Laboratory for students. There are 237 Educational CD's, Videos and Documentaries related to different subjects and issues in the library. They are distributed according to the demand of the students and teachers. 11 class rooms are equipped with LCD projectors. There are two digital classrooms. To make the teaching –learning process more effective, faculty uses PPTs. E-books, E-Journals and PPTs are available in the central library.. 5. Evidence of Success: The institute has adequate ICT facilities for teaching-learning. The institute runs different Short-term Courses including 'Tally ERP-9 and Translation and Communicative Proficiency. This course proved beneficial for college students. Some of them got part time job due to their training in Tally ERP-9 and their cyber literacy. Free Internet access is available for students and teachers to get information related to their subjects and project works. The students of language and literature enjoy movies, plays, films and documentaries related to curriculum. All the faculty members use PPTs, which help students to get systematic knowledge of the topic. 6. Problems Encountered and Resources Required Having ICT facility is one of the strengths of the institute. Though the institute has adequate ICT facilities, yet, it faces some problems. Medium of ICT training is English and the mother tongue of the students is Marathi so, they found it difficult to acquire ICT training. The institute has a Computer Laboratory with software but the software is pirated. Original software is required to achieve speed and efficiency in ICT. Financially it is not possible for the institute to purchase independent license for ICT. Resources Required • Trained staff • Bilingual training and study material • Original software • License 2. Best Practices: Related to Office 1. Title of the Practice - Internal Audit System Internal audit is one of the best practices of the institute. Our parent Institute has separate Audit Section. Internal Audit is regularly done by Audit Department of RayatShikshanSanstha, Satara twice in the year. 2. Objectives of the Practice: • To maintain transparency in financial transaction. • To maintain regularities in day-to-day financial transaction. • To maintain up-to-date financial record as per rules and regulations of Government and Sanstha. • For transparent and open practices in the matters like finance, the institute follows the practice of Internal Audit which is done by Audit Department of RayatShikshanSanstha, Satara. Government Audit is the regular practice of auditing and supervision which is done by the Audit Department of State Government. Through the Internal Audit practice, the institute has achieved the above objectives and principles. 'Transparent Financial Transaction' is the ultimate outcome of this best practice i.e. Internal Audit System. 3. The Context: Actually, it is challenging to face two audits: RayatShikshanSansthas Internal Audit twice in a year and Government Annual Audit. It is very difficult to balance audit statement of both audits and to overcome lacunas. It is also challenging task to present annual budget of the institution including salary, non-salary, fees, and grants collected and expected expenditure of the institution. The institution needs human resources with proper training in financial transaction and office administration. 4. The Practice: Arts and Commerce College, Pusegaon, TalukaKhatav, District Satara is a Government aided senior college having Arts and Commerce Faculties. This college belongs to RayatShikshanSanstha, so it follows all the guidelines of RayatShikshanSanstha regarding Administrations and Finance. The institution is careful about transparency in financial matters, and Institute is committed to maintain hundred percent transparencies in financial transaction. So, the institution is always ready to go through two types of audit. RayatShikshanSanstha conducts audit of the institution twice in the year [Half-yearly and annual audit]. It is an internal or local audit done by Audit Department of RayatShikshanSanstha, Satara. This department checks the figure of total collection of grants under different heads like: salary grants, non-

salary grants, other grants, fees and scholarships. It also checks meticulously each and every bill and voucher of expenditure. After inspection of the Sanstha audit department, the institute has to work out on the quiries mentioned by Audit Department of RayatShikshanSansthaSatara. After the financial year (in the month of April/May) Government audit is done by Hon. Kirtane and Pandit, Chartered Accountant [C.A.], Pune. It is annual and compulsory audit because it is mandatory to submit annual audit statement to Director of Education Office, Pune on or before 31st July. The institute can purchase academic equipment, objects and building material only when the list of equipment is sanctioned by LMC/CDC and RayatShikshanSanstha, Satara. Annual financial transactions and budget are done according to guidelines of the audit department of RayatShikshanSanstha, Satara. 5. Evidence of Success:- Internal Audit is one of the best practices of Arts and Commerce College, Pusegaon. This audit practice helps the college to maintain up-to-date financial record and to submit the annual audit Statement to Director of Education, Pune and Mumbai office. So, there are comparatively less queries while the audit of the college is done by the government. It is an evidence of success of this practice. Clarity and transparency in the financial transactions increases reliability of the institute in society.Less audit remarks and improvement done according to the remarks creates atmosphere of financial security. The institute has maintained financial record of last 5 years. e- Record and hard copies are also available in the office. L.M.C./CDC and RayatShikshanSanstha's Audit Department are two vigilant bodies to keep check on financial transactions of the institute. So, the institute is quite satisfied with the practice of Internal Audit. 6. Problems Encountered and Resources Required- Problems- Need to update reports and financial records. Office should be totally paperless. Separate software for financial transaction is required. Maintaining of e-record and hard copies of essential statement of financial transactions may be possible after renovation of the office. The institute faces the problem of human resources. Non-teaching Staff is inadequate. The head-clerk has to shoulder administrative as well as financial responsibilities. Administrative office of the college should be well equipped with software and human resources. Trained non-teaching staff with E-literacy is todays need.

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

http://accp.ac.in/Best%20Practices.html

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institute takes continuous efforts to reflect its vision, priority and thrust through various activities. The vision of our institute is to impart higher education to socially and economically deprived class living in hilly, rural and drought prone area of Satara district. There was no facility of higher education in this area before the establishment of our institute. This opportunity is made available by Rayat Shikshan Sanstha, Satara. Our aim is to provide higher education to all classes of society, especially to the downtrodden, economically and socially backward classes of society to make them self-confident and self-reliant. We strive to give quality education and provide better facilities to the students who come from remote villages of drought prone area. To fulfill the social needs, the college provides UG (Arts and Commerce) and PG (Hindi) programmes in different disciplines. "Education through Self-help" is the Motto of our parent Institute. To supplement the academic programs, the college has introduced career oriented courses such as BalwadiSevika Training Course, Translation and Communicative Proficiency and Tally Package, as well as some of theshort term certificate courses like Modi

Script. Library Training Certificate Course (LTC),Making Paper Bags, Candles and Cookery, Fashion Designing and Tailoring, Beauty and Wellness, Yoga, Karate, Foundation Course in Spoken English, Anchoring. Co-curricular and extra-curricular activities are planned with intent to improve the overall personality of the students and make them globally competent. The institute also imparts value-based education, embodying socio-cultural, commercial and physical training in order to achieve all- round development of the students' personality. To cope with competition, Competitive Examination Guidance Centre is functional in the institute. ICT based Modern teaching aids are adopted by the entire faculty to make the teaching learning process more effective and easy. While imparting education, the college makes no distinction of gender, region, religion, caste, creed or class because we believe in the principles of liberty, equality and fraternity which foster human democratic values. All the college activities are student centric. Distinctiveness of the college is the introduction of short term courses. Along with the B.A. / B. Com. and M. A. Degree, the students acquire various professional skills like professional ethics, job opportunities and self-business. All students are engaged in various courses which are run by college. The college runs 11 short term courses. These programmes strengthen the knowledge, communication skills, creative and productive abilities, job opportunities. These courses also help the students for their overall development. 21st century is an era of Computer technology. Soft Skills are most essential factors for students to cope up with global competition. These skills can be acquired through short-term courses. This has created an opportunity for the students from rural background to learn new skills. The college gives the opportunity to the graduate students to take the higher education in master's degree like M.A., M.B.A., M.S.W. M. Com. and also professional degree like law, journalism and so on. After completing graduation in our college the students are placed in various jobs in corporate, government and private.

Provide the weblink of the institution
http://accp.ac.in/Institutional_Distinctiveness.html

8.Future Plans of Actions for Next Academic Year

Future Plan of Action for the academic year 2020-21 was chalked out by IQAC in the meeting. To prepare academic calendar for the academic year 2020-21. To prepare CIE calendar for the academic year 2020-21. To undertake work of beautification in college campus. To complete the process of NAAC for 3rd cycle. To collect the donation. To conduct the diagnostic test to find out slow and advance learners. To plant trees. To introduce new certificate and short term courses during the academic year 2020-21. To organize some State and National level seminars and conferences. To conduct semester wise Unit Tests and Preliminary Examinations before University Examination. To submit a proposal of PG (M. Com. in Accountancy) for Commerce Students. To encourage students to excel in various sports and cultural events. To organize industrial and educational visits as a part of the academic curriculum. To visit historical places and organize various educational tours. To collect and analyze online feedback form from stakeholders.