YEARLY STATUS REPORT - 2020-2021

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 Babanrao Jagdale
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02375260637
• Mobile no	9823608254
• Registered e-mail	accp_puse@yahoo.in
• Alternate e-mail	kailasjagdale@gmail.com
• Address	A/P - Pusegaon, Tal. - Khatav, Dist. Satara
• City/Town	Pusegaon
• State/UT	Maharashtra
• Pin Code	415502
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**Shivaji University, Kolhapur, Maharashtra**	
• Name of the IQAC Coordinator	**Mr. Shahaji Atmaram Mali**	
• Phone No.	**02375260637**	
• Alternate phone No.	**9960646072**	
• Mobile	**9881444981**	
• IQAC e-mail address	**shahajimali100@gmail.com**	
• Alternate Email address	**accp_puse@yahoo.in**	
3.Website address (Web link of the AQAR (Previous Academic Year)	http://accp.ac.in/pdf/iqac_pdf/AQAR%202019-20.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	http://accp.ac.in/iqac_aca_calender.html	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**67**	**2004**	**16/02/2004**	**15/02/2009**
Cycle 2	**B**	**2.29**	**2012**	**15/09/2012**	**14/09/2017**
Cycle 3	**B++**	**2.98**	**2021**	**16/03/2021**	**15/03/2026**

6.Date of Establishment of IQAC	**21/06/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**2020-21**	**0**

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

• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	**03**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

1) Re-accreditation of the institution for 3rd Cycle was done on 3rd and 4th March, 2021 2) National Level online Webinar on "Effective Strategies to face NAAC Peer Team" was organized on Wednesday 29th July, 2020 under the UGC Paramarsh Scheme by IQAC. 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

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

Plan of Action	Achievements/Outcomes
To prepare academic calendar for the academic year 2020-21	Academic calendar was prepared for the academic year 2020-21 and uploaded on the college website.
To prepare CIE calendar for the academic year 2020-21.	CIE calendar was prepared for the academic year 2020-21 and uploaded on the college website.
To undertake work of beautification in college campus.	Work of campus beautification was undertaken and completed.
To complete the process of NAAC for 3rd cycle.	Re-accreditation of Institution for 3rd Cycle was done on 3rd and 4th March, 2021 by NAAC Peer Team.
To collect the donation.	Donation was collected and utilized for the college development.
To conduct the diagnostic test to find out slow and advance learners.	Diagnostic Test was conducted to find our slow and advance learners and extra lectures were conducted for them.
To undertake the tree plantation drive.	Tree plantation drive was organized and 50 plants were planted.
To organize some State and National level seminars and conferences.	National Level online Webinar on "Effective Strategies to face NAAC Peer Team" was organized on Wednesday 29th July, 2020 under the UGC Paramarsh Scheme by IQAC.
To conduct semester wise Unit Tests and Preliminary Examinations before University Examination.	Online Unit Tests and Preliminary Examinations were conducted before university examination during the academic year 2020-21.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	**21/03/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	**11/03/2022**

Extended Profile

1.Programme

1.1	**160**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**498**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	**390**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**25**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**19**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**18 Full Time and 2 CHB**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**12**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**31.44**
4.3 Total number of computers on campus for academic purposes	**50**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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 and CIE (Continuous Internal Evaluation) Calendar for the year 2020-21 are prepared at the beginning of academic year by the College, which consist of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum and internal evaluation. Both the calendars are uploaded on the college website. Accordingly, the academic departments develop the action plans for academic year.

Time-Table - The Time-Table Committee prepares the general Time-Table for Arts and Commerce separately at the beginning of academic year. The heads of the respective departments finalized the departmental time-table in consultation with their colleagues. Time-table of Arts and Commerce are displayed in the notice board. The time-table is strictly implemented for the effective delivery of curriculum.

Examination Dates - As per University Time-table, online Examinations in first term and second term are held from 23/03/2021 and 18/08/2021 respectively due to CORONA -19 Pandemic situation.

Holidays List 2020-21 - The list of holidays is provided by the university at the beginning of Academic 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 Time-table is prepared in departmental meetings. The Heads of the respective departments finalize the departmental time-table in consultation with their colleagues. The time-table 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

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 learning, etc.

Individual Time-table - Individual Time-table 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.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[http://accp.ac.in/iqac_aca_calender.html]()

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

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Yes, the college adheres to the academic calendar particularly while conducting Continuous Internal Evaluation through the IQAC. At the beginning of academic year 2020-21, the Principal distributes the work and composes the various committees like examination Committee and other committees in staff meeting. 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. The academic calendar is prepared at the beginning of academic year 2020-21. Academic Calendar contains the relevant information regarding the teaching-learning schedule including working days, various activities to be conducted, holidays, dates of internal examinations, etc.

The academic calendar is prepared keeping in view the academic calendar of the university. It is prepared so that teachers and students know about all the activities in advance. Each academic activity is organized to shape and develop the overall personality of the students. The academic calendar is displayed on the notice board as well as on the college website. The examination committee looks after continuous internal evaluation. 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. The dates of preliminary examinations are conveyed in advance to the students. Preliminary examination is conducted before the commencement of university semester examination. 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. After the term work, mark sheets are prepared. The faculty submits the marks online to the examination department of university. Hard copy of mark sheets are submitted to examination department of college.

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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://accp.ac.in/pdf/Academic%20Calender_CIE.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above

following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

3

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

354

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

1.3 - Curriculum Enrichment

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

The college offers three progrmmes in which cross cutting issues like Gender, Environment and Sustainability, Human Values and Professional Ethics are integrated. The above issues are included in the university syllabus as a part of programmes. The parent institute of the college also puts emphasis on these issues. Addition to that, some courses are run by the college to address different and several cross-cutting issues.

Professional Ethics

The college inculcates professional ethics through curriculum, career oriented courses and short term courses such as Tally Package, Balwadi Sevika Training Course and Translation and Communicative Proficiency, Beauty and Wellness, Fashion Designing, Yoga, etc.

The ethics of transparency, accountability, truthfulness of information and the laws against the false information are emphasized through the curriculum and Career Oriented Courses.

Gender Equality:

The college tries to maintain gender equality by providing more opportunities to girl students.

Human Values

The curriculum helps to inculcate the human values and professional ethics to become a good citizen of society. The inculcating human values among the students are one of the prime functions of education. In syllabi of arts, especially in literature and social sciences, Human values like truth and non-voilance, national integrity, brotherhood, honesty, equality, loyalty, simplicity, sense of responsibility etc. are directly integrated.

Environment and Sustainability

The Government has made it mandatory to introduce Environmental Studies at university level. As .per the guidelines of Shivaji University, the college has introduced environmental science as a compulsory subject for second year B. A. and B. Com. The faculty and the students of the college are made aware regarding conservation of environment, energy conservation, rain water harvesting, hazardous waste management and significance of tree plantation etc. Every student has to submit the projects on the topics related to environmental issues with the local context.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

7

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

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

256

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - Feedback process of the Institution may   **B. Feedback collected, analyzed**

be classified as follows **and action has been taken**

File Description	Documents
Upload any additional information	[View File]()
URL for feedback report	http://accp.ac.in/pdf/Feedback%20Action%20Taken%20Report%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

498

File Description	Documents
Any additional information	[View File]()
Institutional data in prescribed format	[View File]()

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

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

238

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

2.2 - Catering to Student Diversity

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

Yes, the college assesses the learning levels of the students after admission to the first year B. A. and B. Com. on basis of marks obtained in previous examination and the diagnostic test conducted at the beginning of the academic year as per the instructions given

by IQAC. Similarly the students of Second and third year of B. A./B. Com are also identified as slow and advanced learners on the basis of their performance in the previous university examination and internal examination. The students, who have secured below 50% marks, are identified as slow learners and the students who have secured above 60% marks are identified as advanced learners.

Special Programmes for Advanced Learners:

Advanced learners are motivated to read more reference books and given exercises on syllabus to attempt at home. The faculty encourages them to participate in various activities such as group discussion, role play and display of wall-paper on various occasions such as Birth Anniversary of Dr. Padmabhushan Karmaveer Bhaurao Patil, Dr. A. P. J. Abdul Kalam, Mahatma Gandhi, Mahatma Phule, etc. The students are motivated to attend seminars, workshops organized by the college and other colleges in their respective subjects and thus they get exposure to advance knowledge in the subjects. They are asked to attempt the previous university question papers for practice and also given special guidance to perform better in the future examination. These students are encouraged to participate in competitions such as Avishkar Research Competitions, Quiz, Elocution, Debate etc. organized by Shivaji University, and RayatShikshanSanstha. The rank holder students are felicitated by the college offering memento and cash prizes every year on Annual Prize Distribution Day.

Efforts taken for Slow Learners:

The college undertakes special efforts for the slow learners. The college attempts to bridge the gap between slow learners and advanced learners through extra lectures and the remedial coaching. The slow learners and students of reserved category are enrolled in the remedial course. The committee prepares time table and it is communicated to the students and teachers in advance. The faculty of college engages such classes. The college organizes guest lectures. Group discussion with advanced learners also helps slow learners to enrich their knowledge base. All types of academic supports are provided to slow learners through library facility. Study materials are provided to slow learners. Teachers give bilingual explanation to slow learners for better understanding. These students are not only assigned to academic exercises but efforts are taken for overall development of the students. Group discussion, interview techniques, student seminar, elocution competition such activities are conducted to enable them to face the challenges of present scenarioto overcome their inferiority complex so that, they are set

with appropriate perspective towards learning system. The personal counseling through mentor is also given to the students as per their needs. The committee takes into consideration students previous years marks and marks after the coaching. In this way the slow learners and socio-economically backward class students are brought near to the advanced learners.

File Description	Documents
Paste link for additional information	http://accp.ac.in/pdf/Academic%20Calender_CIE.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
498	19

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to involve the student in experiential learning, participative learning and problem solving methodologies.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

During the academic year 2020-21, students were taught through the

online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore teachers are motivated to use Zoom App, Google Meet, Google Form, You Tube Creator etc. To make the students aware of different modern educational equipments and techniques faculty adopts innovative techniques in the teaching and learning process.The college also motivates the teachers to bring innovativeness and creativity in teaching learning process to make the process more effective and qualitative. The teachers have developed innovative practices such as use of ICT. The institute has been providing ICT enabled classrooms equipped with 41 computers with internet facility, 14 LCD projectors, 238 educational CDs and DVDs, charts, maps, modules, e-books and journals. Beside this, plays and movies based on curriculum are screened for better understanding of the students. Two digital classrooms are made available. The parent institute, Rayat Shikshan Sanstha has taken innovative step of launching the PPT Bank on its Website and it is open to all students and teachers. The parent institute RayatShikshanSanstha, Satara through Karmaveer Vidya Prabodhini telecasts programmes and lectures of eminent persons on competitive examination guidance. These telecasts are made available to the students.

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

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

2.3.3.1 - Number of mentors

18

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

2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

08

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

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

2.4.3.1 - Total experience of full-time teachers

18.21

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

The institution takes internal examinations to evaluate learning levels of the students. The institution has a mechanism of internal assessment which is transparent and robust. Internal examination committee works throughout the year to assess the learning levels of the students by conducting unit tests, home assignments, seminars, group discussions, projects, semester wise preliminary examinations, etc.

The rules and regulations laid down by affiliating university regarding the examination are strictly followed by the institution. The academic calendar consists of CIE schedule.

The transparency in Internal Assessment Process:

The schedule of internal examinationsare declared in advance. The faculty members set the question papers as per the pattern of university question papers. The assessment is done by the concerned teacher. The mark sheets are prepared and displayed on the notice board. For transparency measures, assessed answer papers are shown to the students. The students come to know their mistakes and lacunas. The suggestions are given to them for improvements. The outcome of this effort is reflected in scores of the final semester examination. The departments conduct unit tests on the completed units. The test papers are assessed and their performance is shown to students. The suggestions are given for improvements. The test papers are given to students for preparation. The examination committee conveys the dates of seminars to the students in advance. The faculty assigns topics of the seminars to the students. The seminars are conducted in the class-rooms. The mark-sheets are prepared and submitted to examination committee. The examination committee conveys the marks to university examination department on online.

The same procedure is applied for project-woks in the sixth semester for final year students. Environmental projects are assigned to students of B.A and B.Com Part II once in the year. Topics for project-work are given to student in advance. The examination committee conveys the dates of submission of project works. The projects are assessed by the concerned faculty and mark-sheets are submitted to examination committee. The examination committee conveys the results to examination department of university on online.

The semester examination of B.A .and B. Com part-I is conducted in the college on the behalf of university examination department. The college has appointed College Examination Officer (CEO) for conducting examination smoothly. The university examination department provides question papers and answer sheets to the college. The college examination committee smoothly conducts the examinations by appointing senior supervisor and junior supervisors. The Central Assessment Programme is organized in the college by examination committee. The faculty of the college assesses the answer books in the central assessment programme (CAP). Semester wise marks are communicated online to examination department of university. If the students have any grievance regarding marks, this is communicated to university. On the demand of student the photocopy of answer book is provided to students by following the procedure of university. This robust method of central assessment programme helps to maintain transparency in evaluation process. CCTV cameras are installed in the classrooms and examination department.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://accp.ac.in/pdf/Academic%20Calender_CIE.pdf

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

There is a mechanism for redressal of grievances with reference to evaluation both at the college and university levels. Examination related grievances for B. A. and B. Com. Part I are solved at the college level and for B. A., B. Com. part-II and III and M. A. are forwarded to the university. The mechanism for the redressal of the grievance is as per the university rules.

Internal Examination Related Grievances:

For internal examination related grievances, the college forms an internal examination committee. There are two types of grievance in general viz. assessment related grievances and malpractices. The chairman of the examination committee tackles the grievances related to internal examination such as preliminary examinations, unit test, home assignment, seminar, projects, etc. If the student is not satisfied about assessment or marks, he/she can apply to the Principal in stipulated time. The Principal consults the chairman of internal examination committee in the presence of IQAC Coordinator regarding the grievance.

The college examination committee also looks after the grievances in respect of evaluation at B.A. and B.Com. partI examination conducted on behalf of university. The results of B. A. and B. Com. Part I are declared within 30 to 45 days after the examination. In case of assessment related grievances, the student can apply to the college authority as per the rules and regulations of university. Photostat copy of the answer sheet is provided to the student on his/her request by charging prescribed fees.The students can verify his/her marks by rechecking and revaluating their answer sheets. All their doubts about assessment are cleared within 15 days from their applications. For malpractices in the institute level examination, the examination committee takes necessary action against student who was found guilty and using unfair means during examination.

University Examination Related grievances:

At the university level, there is a Grievance Redressal Committee. Grievances of the students of B.A and B.Com part –II, III and PG are forwarded to the university. If any student feels that the score given to him/her is not just then he or she can apply for the Photostat copy of the assessed answer-book. The students get assessed Photostat copy of answer book from the university examination department. The student can take the opinion of other teacher and approach the university authority or college for re-evaluation. In this way the grievances related in the scores of marks are solved. This is a time bound and transparent mechanism.

University appoints a flying squad and also appoints external senior supervisor to keep strict vigilance over smooth functioning of university examinations. If candidates are found guilty of using any type of unfair means during examination and caught doing some sort of malpractice in the university examinations, their answer sheets with prescribed declarations of candidates are forwarded to

university authorities for their further action. There is a Controller of Examination and statutory committee in the University for redressing the grievances in timely manner as per rules and regulations stated in the University statutes.

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

2.6 - Student Performance and Learning Outcomes

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

The institute is affiliated to Shivaji University, Kolhapur. The syllabi of every course of all programmes are designed by Shivaji University, Kolhapur, .which are available on the website of University. Workshops are organized at district level in the affiliated college by the University for stating the program outcomes, program specific outcomes and course outcomes to teachers. In these workshops faculties actively participate for enrichment of course content and its outcomes. After approval from faculties and authorities program outcomes, program specific outcomes and course outcomes are published on University website and made available to all stakeholders.

Wide publicity has been given to program outcomes, program specific outcomes and course outcomes by college. The University website is displayed on college notice board and college website. The faculties, students and stakeholders can access program outcomes, program specific outcomes and course outcomes from college website namely www.accp.ac.in. The hard copy of program outcomes, programme specific outcomes and course outcomes is displayed in the departments and on the notice board. Besides this, the institute communicates these outcomes to the students at micro level. At the beginning of academic year, the Principal separately addresses the program outcomes, programme specific outcomes and course outcomes to the students of B. A. and B. Com. Part I in his welcome speech. The respective head and subject teacher of all departments also explain the program outcomes, programme specific outcomes and course outcomes to students in the classrooms. These outcomes are also stated to the students during various curricular, co-curricular and extra-curricular activities. Outcomes are communicated to the participants during Parent-Teacher meets and Alumni meets The

college plans to deliver program and course content in such a way that the targeted outcomes of program and course can be achieved. The college analyses results and feedback forms collected from students for ensuring whether program outcomes, program specific outcomes and course outcomes are achieved or not. The programme outcomes of self-designed certificate course and short term courses are clearly stated at the beginning of concerned course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://accp.ac.in/outcomes.html
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Yes, the institution evaluates the program outcomes, program specific out- comes and course outcomes. The college analyzes the progress and performance of the students in the internal and university examinations. Unit tests, home assignments, seminars, projects and preliminary examination in each semester are conducted. Along with the university examination group projects and seminars are conducted and evaluated. Beside this outcomes are evaluated through Avishkar Research Competitions, Field Visits, Trade Fair, Youth Festival, Wallpaper, College Magazine.The Head of institution in staff meeting discusses the result and if the result is less than university then the reasons are identified and the solutions to improve the results is discussed. If the results of any department or faculty are less than university, Principal demands written explanation from such faculty. The explanation given by the faculty is forwarded to Sanstha. The Sanstha takes appropriate action on it which helps to improve the performance. The results are communicated to the students and Parent institution, Rayat Shikshan Sanstha, Satara.

The career oriented and short term courses conducted by college are supplementary to the degree course; it is a value added and skill development course to the students. The Spoken English course helps to develop the spoken skill among the students. It develops the communication skills of the students. Now-a-days the communication is important, it helps to secure the jobs. The results of the final year students show the outcomes of the program. The attainment of programme outcomes is evaluated through students' progression.

Institution also collects feedback forms from alumni, parents and other stakeholders so as to evaluate attainment of programme outcome.

Regarding the method of measuring attainment of POs, PSOs and COs; the institution monitors multiple evaluation tools and methods. The learning outcomes are monitored through the performance and the results of students in internal and university examinations. Each department analyses the performance of their students in its Departmental Meeting. The Principal also takes its review in the Staff Meetingand directs the faculty to concentrate on increasing the quantum of their Course Outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

110

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

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://accp.ac.in/pdf/Feedback%20Analysis%20Report%202020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The college has taken various initiatives to create an interest in research and to transfer knowledge among students and faculty. The college has constituted various associations like, Literary Association, Social Science Association, and Commerce Association. These associations undertake different activities throughout the year to develop knowledge base of the students.

The college has academic research committee which makes student employable and motivate them for undertaking research activities. This committee encourages faculty members of the college to submit their research proposals to various funding agencies. It guides and motivates faculty and students to publish and present their research works in reputed journals. The faculties from the college are supported for participating in Faculty Development Program of the UGC. College organized an online National Webinar on "Effective Strategies to Face NAAC Peer Team" on 29/07/2020. The research paper of faculty member has been published in peer reviewed journal. Our faculties teach students to use and acquire knowledge from web-sites, PPTs, YouTube and social media. The institute has well equipped central library and departmental libraries. The college has competitive examination guidance center which provides guidance to students for various competitive examinations conducted by state service commission, central service commission and such other service recruitment bodies. College provides special coaching for the students who seek to appear for examinations like, IBPS, police and army recruitment and staff selection board by arranging expert and guest lectures. Campus to corporate training programme is conducted in collaboration with TATA Consultancy Services, Pune for the final year students. College gives an opportunity to students to interact with academicians. Students are exposed to various people working in various sectors like agriculture, industry and service sector for enhancing their employability.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship during the year

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

1

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

1

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to carry outvarious extensionactivities in the neighborhood community.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure facility to facilitate teaching-learning. The total campus area of the institution is spread over 5.14 acres. It has ample and adequate space for the required infrastructure. The total built up area is 7800 sq.mt. The campus comprises Main Building, Library Building and Women's Hostel along with amenities for Divyangjan in each construction. Main

building consists of Principal Cabin, Administrative Office.

1) Classrooms:

The college has 11 classrooms including seminar hall, out of which 09 classrooms are ICT enabled and there are 02 digital classrooms. All classrooms have comfortable and sufficient seating arrangements, glass boards, dais, LED tube lights and fans. It is used for online lectures related to competitive examination. Every department has computer with internet connectivity. Faculty members and students get benefited by the ICT facility.

2) Laboratory:

There is Language Laboratory with 20 computers having internet facility. Language learning two software viz. clear pronunciations 1 and 2 are installed in the language laboratory for students to enhance their linguistic competency. Tally ERP 9 software is also available in the laboratory for students to learn account. LCD projector is installed in the laboratory for effective teaching and practical.

3) Computing Equipment:

The college activities are administered under the guidance of Principal. The Principal cabin is well equipped with ICT facility which is located on the ground floor of the main building. The college has well-furnished administrative office with required ICT facility and software

4) Library:

The college has well equipped and well-furnished library building of 2800 sq. m. having 19425 books. The library is fully automated with integrated Library Management System with bar-coding. The library subscribes to N-List (INFLIBNET) facility and Digital Library of India for e-resources. Library has network resource facility, OPAC (Online Public Access Catalogue), computers, broadband connection and reprography facility. There are separate reading rooms for girls and boys. Reading rooms are kept open beyond office hours. The text books, reference books, other facilities such as e-books, e-journals, news-papers, periodicals, are provided to faculty, students and community.

5) Examination Section;

In accordance with the guidelines of Shivaji University, Kolhapur, the college has established a strong room for university examination with necessary facilities like Xerox Machine, Computer, Printer, CCTV surveillance and Internet connectivity. There is generator back up for main building.

6) Internal Quality Assurance Cell

There is a separate ICT equipped IQAC room. Computer and internet connectivity, printer and scanner are available in IQAC. Teaching-learning activities are monitored through IQAC.

7) Women's Hostel:

There are two storeyed building for ladies hostel which can accommodate 26 girl students. A separate room with toilet facility is available on the ground floor for physically disabled girls. Reading Room is on the first floor. Facility of ramp is available in the main building, library building and ladies hostel building.

8) Gymkhana:

The college has a playground. The college has also separate Gymnasium. The entire infrastructure is under CCTV surveillance. There is a separate Gymkhana office in the campus equipped with various sports material.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://accp.ac.in/pdf/Geo%20Tag%20Photo%20of%20the%20Class%20rooms.pdf

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

1. Sports facilities:

'Sport' is essential and unavoidable part of teaching learning process and student's life. The college provides almost all possible sport facilities. The College has its own playground and Gymkhana keeping in view the overall personality development of the students as the main objective, the college takes keen interest in organizing sports, games and extra-curricular activities.

To promote sports and games college provides most of the infrastructural facilities and indoor games such as Table-tennis, Chess, and Yoga etc. Karate and Boxing training is provided to make the students strong and able to self-defense. There is also gymnasium for physical fitness.

For outdoor games there are facilities for Volleyball, Kabaddi, Kho-Kho, and Athletics for students, the college has equipment like Big Nets, Balls, Timers and Volley Ball Poles. For Kho-Kho practice there is ground, Kho-Kho pole, and measuring tape are availed to the students. Consumables like T-Shirts, Shoes, Stockings, Balls, Javelin, Shot-put, Discus throw are provided from college as per the requirements of players during the zonal, inter-zonal and intercollegiate sport tournaments and other sport activities. To motivate the players, incentive like T-shirts, shorts, T. A. and D. A. are provided accordingly.

The college has equipment of Gymnasium (fitness zone) containing modern equipment. The area comprises of 37 X 35 sq. ft. Gym contains exercise machines such as standing calf, Abdominal Board with ladder, Elliptical cross Trainer, EB-22 Exercise cycle, etc. which are especially useful to maintain health of students. The Gym is open to all students from 7.00 a.m.to 10.00 a.m. and 5.00 p.m. to 7.00 p. m.

Indoor Games information

Sr. No.

Name of the Game

Equipment's quantity

Available Area

(In Feet)

1

Table-tennis

01 set

19 X 14.5

2

Chess

04 set

19 X 14.5

3

Boxing And Gym

11 kits

37 X 35

Outdoor Games information:

Sr. No

Types of game

Available Area

Year of Establishment

1

Volleyball

18m x 9 m

1994

2

Kabaddi

12m.x 8m and 13m x 10m

1994
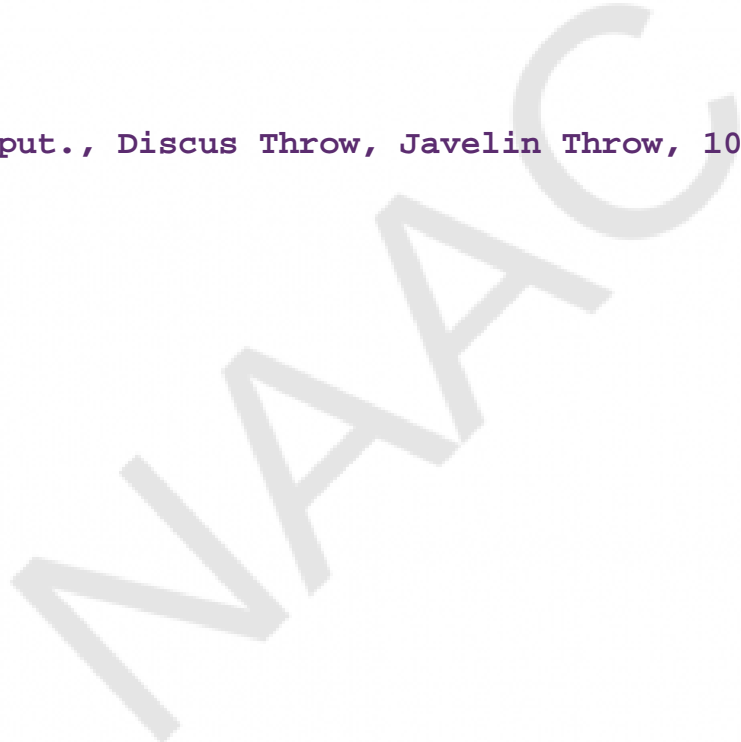
3

Kho-Kho

27m.x16m

1994

4

Athletics

Broad Jump, Shot-put., Discus Throw, Javelin Throw, 100 m, 200 m, 400 m Running

1994

Available Gymnasium Equipment

Sr. No.

Gymnasium Equipment

Area

(in feet)

1

Top Bottom Pulley – 1

37 X 35

2

Horizontal Bench -1

3

Inclined cum declined Bench – 1

4

Weigh Bar – 2

5

EZ Bar – 1

6

Dip Stand Pair – 1

7

Weight Plate Rack cum Dumbbells Rack

8

HD Tread Mill – 1

9

Spin Bike – 1

10

Weight Plate – 2.5 kg – 4

5 kg – 6

10 kg – 4

15 kg – 4

11

Dumbbells - 1 kg – 1

13-07-2022 09:54:55

2 kg – 1

5 kg – 1

It is a multi-faculty college with well-established Gymkhana which has a huge campus. The Gymkhana is well-equipped with all new sports facilities necessary for indoor and outdoor games. Along with this, we have plenty of space available for playground. There is ground for Kho-kho, Kabaddi grounds, volleyball and Hand ball. Boys and girls can play separately. The Multipurpose Hall is used for playing indoor games such as Table Tennis, Boxing, Wrestling, Chess, Judo, Tyikondo and Carom, etc.

The sports department or gymnasium consists of the following equipment:

1. The main play ground includes;

1. Kho-Kho ground
2. Kabaddi grounds
3. Volley ball ground
4. Jumping Pit

Yoga:

Yoga training is conducted in this college since 2015. The trainer is appointed for that purpose. Yoga and meditation activity helps the students to overcome their academic and mental stress.

Cultural Activities:

The Cultural unit is strong asset of the college. The college has fully equipped Cultural unit for students who have genuine interest in artistic activities. We have a separate room where all

instruments are placed. The college has purchased necessary musical instruments such as Harmonium, Tabla, Lezim, Zanz, etc. Students can prepare and practice there at the time of Youth Festival competitions, on the occasion of birth anniversary of Padmabhushan Dr. Karmaveer Bhaurao Patil. The cultural activities are performed on the stage. The stage is made available in the campus. The students of the college have participated online at Zonal level cultural events like Folk song, Folk Dance, Group Songs, Vocal and Classical Singing, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.95

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

4.2 - Library as a Learning Resource

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

The college library has Integrated Library Management Software (ILMS) developed by Maharashtra Knowledge Corporation Ltd. Pune

1. **Name of the ILMS software: 'Libreria'**
2. **Nature of automation: 100% fully automated**
3. **Version: Version: 2.0.3715.28728**

Parent institution has purchased library management software namely 'Libreria'. The college pays Rs. 12,500/- annual maintenance contract (AMC). Its version is 2.0.3715.28728 with cloud base, which facilitates automated book circulation, book accessioning, user administration, generation of all types of reports, barcode and library user cards. The LIBRERIA enabled OPAC is available online, through which user can search books and titles anytime anywhere. Through this facility students and staff can get remote access of library holdings. The manual system is also applied for maintaining library record.

The library subscribes to N-List (INFLIBNET) facility to students and staff. Computers, broadband connection and reprography facility are available in the library.

New arrivals of books and journals are displayed on separate stands and racks.

Following facilities are available in the library:

Sr. No.

Facilities

Number

1

No. of computers

06

2

No of printer

02

3

Bar Code Printer

01

4

Bar Code Scanner

01

5

Photocopy Machine

01

6

Scanner (Scanjet)

01

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the   **A. Any 4 or more of the above**

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

1.49

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

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

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

52

File Description	Documents
Any additional information	[View File]()
Details of library usage by teachers and students	[View File]()

4.3 - IT Infrastructure

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

The college has been updating its IT facilities since

reaccreditation i.e. 2013. The college has well-established mechanism for upgrading and deploying information and communication technology infrastructure. The college assesses the requirement of ICT for students, staff and other users. For making necessary arrangements of ICT Infrastructure college makes provisions in its budget for augmentation of necessary physical facilities. Expert agencies are hired for maintenance of hardware and ICT infrastructure on the campus. All departments in the college are provided with computers, printers and LCD projectors. Information and Communication Technology enables effective teaching, learning and procurement of information. It is of immense use for imparting education in the subjects, with computer based learning. All classrooms and departments are connected with internet through LAN. There is power backup facility (Generator set of 5 KVA, 1 UPS of 7.5 KVA). Many of our staff and student acquire information for their research work, presentation of papers and preparing projects. There are two broadband internet connections (BSNL) with 100 MBPS connectivity and four Wi-Fi routers of Jio India Ltd, are made available for internet connectivity and Wi-Fi facility in the campus. Internet connectivity is provided free of cost to staff, students and stakeholders for accessing the relevant resources of information. Teachers and students surf websites and relevant information for making teaching and learning effective and enjoyable. There is a computer laboratory in the college. Twenty computers (PCs) are installed in laboratory with internet connectivity and LCD projector.

Licensed copies of antivirus software are installed on PCs for protection and security whenever necessary. The college aims to make teachers, students, office staff and all stakeholders familiar with modern teaching and learning aids. Besides computer in laboratory, computers are also provided to office, library and support service centers.

The college is equipped with 14 LCDs, 11 Printers, 5 Scanners, 1 Document Scanner, 3 Cameras, 1 Video camera, 02 Xerox machines, 5 all in one machines (Printer), 237 CDs and DVDs in the college library. There are sixteen CCTV Cameras for security and surveillance purpose

- Wi-Fi: College uses 4 routers of Reliance Jio India Ltd for 4G Wi-Fi facility on the campus. It is used in Office, Library and IQAC.
- Broadband: College has two broadband connections with 100 MBPS capacity from BSNL.

- **Licensed Antivirus software:** The College has fifty computer sets. All computers have antivirus software i.e. quick Heal and Net protector for one year. It is updated automatically via internet. Licensed Antivirus software are installed annually.
- **Liberia:** Liberia software is designed by Maharashtra Knowledge Corporation Limited. (MKCL) which is used in library for library automation. It is updated automatically by MKCL yearly.
- **LCD:** 12 LCDs are installed in all classrooms and Computer Lab.

The college has a well-developed system for providing IT facilities to the users. Some of the facilities are as under:

Sr. No.

Details

Number

01

Computer

50

02

LCD

14

03

Laptop

06

04

BSNL Internet Connections

02

05

Printer

11

06

Digital Camera

03

07

Scanners

05

08

Router

04

09

Three in one machine (Printer, Scanner and Xerox)

05

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

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

Institution

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

4.4 - Maintenance of Campus Infrastructure

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

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

1.67

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

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

The college has well established system and procedures for maintaining and utilizing physical, academic and support facilities. The Principal constitutes various committees for maintenance of infrastructure facilities in the campus. All requirements including purchase of equipment, instruments and their maintenance are discussed in College Development Committee for their necessary approval. The requirements received from library, office, staff and support services are analyzed and sorted as per their necessities and priorities. There is a purchase committee in the college. Required material and equipments are purchased from dealers and suppliers recommended by expert committee of Rayat Shikshan Sanstha, Satara. In the matters of purchase, repairs and augmentation of physical, academic and support facilities, college follows rules and regulations laid down by Rayat Shikshan Sanstha, Shivaji University,

Kolhapur, Govt. of Maharashtra and UGC. College maintains dead stock register of equipment, instrument etc.

Maintenance of Laboratory:

The college has only arts and commerce streams. Instead of science laboratories, 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 ERP -9. Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency. The college uses licensed software. Licensed copies of antivirus are installed every year whenever necessary. Any repair to hardware is done by hiring external agencies.

Maintenance of Library:

Library is fully automated by LIBRERIA software of MKCL Pune, with bar code system. The LIBRERIA enabled OPAC is available online, through which user can search books and titles anytime anywhere. Library subscribes for 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 by vacuum cleaner. 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. Library advisory committee looks after the issues of library fees, late fee on delayed return of books, deposits, disposal of newspapers and ragged books. Fund received through fines is utilized for maintenance of library only. Library provides open access for teachers and students. It also provides remote access for teachers and selected students. Library maintains book bank facility for needy students. ICT equipments and audio-visuals in the library are maintained centrally by hiring maintenance contractors. 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 is constituted by the Principal. The committee looks after the

maintenance and utilization of ground. The ground is available for playing Kho-Kho, Kabaddi, and Holley ball. Gymnasium facility is available in the campus. 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 equipments are done by the Director of Physical Education. Repairs to gymnasium and specialized equipments are done with the help of trained agencies. Such type of maintenance policy is also used in case of indoor games. Besides physical director, coach is also called for guidance and training. Our alumni also guide our athletes and players. Besides our students, other stakeholders are also allowed to use sports facilities with prior permission of the Director of Physical Education and Principal.

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 with the help of peons and labours. 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. Minor changes and repairs to classrooms, and other facilities are done departmentally by college. Major repairs and augmentations of classrooms are done by hiring external agencies.

Maintenance of computers:

There are 50 computers, 06 laptops, 14 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. College uses licensed software. Licensed copies of antivirus are installed every year whenever necessary. Any repair to hardware is done by hiring external agencies. Computers and all other electronic devices out of use are removed from dead stock on recommendation of expert committee and prior permission of relevant authorities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

256

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

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

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

3

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

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

A. All of the above

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

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

139

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

139

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

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

The 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 Committee

9. Cultural committee

Student Aid Fund

Student council puts students' 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 2020-21 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.

File Description	Documents
Paste link for additional information	http://accp.ac.in/clgcommittee.html
Upload any additional information	View File

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

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

05

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Rayat Shikshan Sanstha is progressive, reputed academic institution not only in Maharashtra but also in India. Arts and Commerce College Pusegaon Dist Satara, is one of the branches of Rayat Shikshan Sanstha Satara. The college has Alumni Association which adds the alumni members every year. The association actively monitors, participates and cooperates in functioning of the college throughout the year. Though the alumni of the college is not financially strong, the alumni is very firm to give the support in other indicators and from that day the college has experienced the support of alumni and feels very proud of our alumni. The Alumni Association is ever ready to help in various ways to the institute.

The meetings of the Alumni Association are organized twice in a year however due to COVID-19 pandemic situation we were unable to organize the meeting in the academic year 2020-*21

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

- **To provide the educational facilities to the students of drought-prone, hilly and rural area for the development and social change.**

Mission:

- **To impart higher education to the students from rural area, to**

awake them educationally, socially, culturally and intellectually and make them economically self-reliant.
- distinctive characteristics as defined by its mission are presented below:

1. To provide educational facilities to the students from downtrodden and backward classes of society
2. To prepare students for further higher education
3. To inculcate value of social equality, feeling of brotherhood, dignity of labour and self-help
4. To promote higher education to enable the students to accept the challenges of new era
5. To develop overall personality of the students
6. To enrich and maintain the quality and standards of education
7. To impart need-based, time relevant and innovative programs promoting the use of latest technology

The Vision and Mission statement of the college reflects all of these national aspirations and college has oriented all its academic and administrative programs towards the realization of vision and mission statements.

The college plans and executes its entire academic, administrative and developmental program in tune with the vision and mission of the college and the parent institution.

The college follows the principle 'education through self-help' and believes that only education can bring change in the downtrodden and economically weaker sections of society. The college makes no discrimination in region, religion, caste, creed or class. It also believes in the principle of liberty and fraternity, which foster human democratic values.

The college tries to uplift the downtrodden and socio-economically deprived, which is really from the major bulk of society. It is seen that no one is deprived from education on account of poverty. The college has some free-ships and welfare schemes such as 'Student Aid Fund', 'Earn and Learn Scheme'. Incentives and Prizes are offered to provide student support.

The college strives hard to impart not only curriculum oriented education but also to develop the student's personality and make them capable to face the challenges of 21stcentury. Outreach programs and extension activities are organized through NSS and extension service departments which aim at community development. These programs inculcate values and promote sense of social

responsibilities among students.

The college always keeps in mind the mission statement. In the last five years the college has started 11 employability oriented courses. This has created an opportunity for the students to learn new courses.

The Principal and IQAC chalk out academic as well as administrative development plan taking into consideration the needs and growth of the college. Teachers, students and administrative staff are involved in making the plan and implementing it successfully through different committees. The institute has a dedicated management that offers programmes to develop skills in the students. The parent institute i. e. Rayat Shikshan Sanstha, Satara is one of the leading educational institutions in Asia.

File Description	Documents
Paste link for additional information	http://accp.ac.in/vision_mission.html
Upload any additional information	View File

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

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. It 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, according to the need of delegates and decentralizes the power and responsibilities appropriately. All the decisions are taken by the Principal, Coordinator of IQAC, Head of the departments and the office. Matters related to the departments are discussed with Principal and IQAC Coordinator by the heads of the departments in the meeting. The inputs of these discussions are used by the Principal. Essential

issues are presented before the CDC for the guidance and approval. Various committees in the institute help in monitoring and facilitating several administrative functions.

IQAC works as a Central Processing Unit. It facilitates perfect coordination and harmony among all activities and mechanism of the institution through frequent interaction.

The case study, which is successfully implemented and best example of decentralization, is mentioned below.

The case study:

Construction of Women Hostel under UGC Scheme

The college has UGC committee which works under the IQAC and Principal. It has successfully completed the women hostel through this decentralization and participative mechanism.

The UGC committee prepares the plan by the prior permission of parent institute which is estimated by the architect appointed by institute. After the permission of parent institute the approved plan is completed through the college building committee which is formed according to the norms of UGC. The college building committee works under the CDC and the Principal of the college. The approved plan is submitted to UGC through the proper channel. After the sanction of proposal the approved plan is again submitted to parent institute for final permission to begin the construction of building. Before that the advertisement is given in the local newspapers and the lowest tender is accepted in the CDC meeting. Then the building committee under the guidance of Principal forms sub-committees, in which all the stakeholders are involved, i.e. Purchase Committee, Supervision Committee etc. thus the work smoothly goes towards completion. UGC committee takes the responsibility of correspondence with UGC and looks in the matters of accounts with the help of office bearer. After the completion of building work the statement of expenditure and utilization certificate are submitted to UGC. The audit department of Sanstha and Government do the audits of the transactions. The sole responsibilities go to the UGC (Western Regional Office, Pune) committee and Principal. The resolution regarding this matter is put in the CDC and taken the approval of CDC. In this way the institution practices decentralization and participative management.

File Description	Documents
Paste link for additional information	http://accp.ac.in/clgcommittee.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, the perspective plan document is an important component of the college strategy development and deployment process. The institute has chalked out a distinct quality policy during the academic year 2020-21 on basis of need of students, curricular and extra-curriculum activities, infrastructure development, enrichment of college activities, etc. The quality policy is reviewed through Principal's visit and meetings with departments. Academic and Administrative Audit by Rayat Quality Management System also helps in achieving its objectives. The IQAC has reviewed and revised the quality policy with the help of teaching, non-teaching staff, students, alumni and the other stakeholders of the institute. The institute implemented many more strategic plans successfully out of that promoting research climate and faculty development is one.

The measures have been taken to inculcate quality policy as below:

- **To promote research culture for research development in faculty.**
- **To motivate and encourage the teachers for their research contribution**
- **To provide platform to enhance competency level of teachers.**
- **The optimum use of infrastructure i. e. of library and ICT**
- **To concentrate on research development of teachers**
- **To create awareness about the scarcity of water and water conservation**
- **To pay special attention towards empowerment of women through inculcating employability skills among girl students.**

The quality policies are reviewed during the meeting of the Heads, IQAC, and C.D.C. The 'Quality Policy' is revised as per the needs of higher education policies.

Research climate development for faculty- The Principal motivates faculty, to participate and present their research work in academic forum. The Principal guides Librarian to enrich the library with

latest books, periodicals and research journals.

Faculty development-

The institution provides various programs for up-gradation of faculty. Management and Principal encourage faculty members to involve in research. They also motivate faculty to attend the National and International, conferences, webinar and present their research paper. The Principal and IQAC cell motivate faculty to attend refresher and orientation courses. Institution arranges lectures of eminent academicians for faculty and gives opportunity to do the interaction with them. The college purchases new books, research journals, periodicals, newspapers and e-resources for college library and thus creates learning environment.

The institute has a strategic plan and it has been successfully implemented. During the academic year 2020-21, IQAC organized National Webinar under the Paramarsh Scheme in collaboration with D. G. College of Commerce Satara on "Effective Strategies to Face NAAC Peer Team" on 29th July, 2020. One of the faculty members completed Orientation Programme. 11 Faculty members completed Faculty Development Programme. A faculty member attended one workshop on "e-Content Development and e-Assessment". Teaching and non-teaching staff attended workshop organized by Rayat Shikshan Sanstha, Satara on "GST, Income Tax, UGC Grants Utilization" at Kumbhoj, Dist. Kolhapur. During the academic year 2020-21 faculty members attended 106 National and international online Webinar and Quiz and one international research paper was published in peer reviewed journal.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://accp.ac.in/percepctive_plan.html
Upload any additional information	View File

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

College Administration Set up is as follows:

The Institute is governed by Rayat Shikshan Sanstha, Satara. The top management provides adequate teaching and non-teaching staff and takes responsibility for the development of the institute. It also

provides general guidelines for quality policy in order to create a conducive learning environment and presents the ethos of academic excellence. The management helps to decide major policies pertaining to academic and infrastructural development. The parent institution has signed MoUs with national and international institutes and industries to facilitate the academic and research competency in colleges. The Parent Institution has a separate audit-section which monitors the internal audit of institute. The Higher Education department is functioning at the parent institution that monitors the academic development of all the institutes. 'Rayat Quality Management System now renamed as Academic and Administrative Audit (AAA) performs academic and administrative audit of the institutes. The College Development Committee (CDC) takes decisions on general policies for the overall development of the institute and supports it.

The Principal is the academic and administrative head of the Institute and bears the ultimate responsibility for the smooth functioning of the institute. The Principal guides the faculty to prepare academic teaching plans, the academic calendars, co-curricular, extra-curricular and cultural activities in the beginning of the academic year. The Principal forms various committees of faculty members, students and non-teaching staff. The Principal maintains good relationships with the stakeholders for the development of the institute. The Principal promotes faculty for relevant training, workshops, gatherings, meets for the development. The outcome of this, faculty members participate in workshops, seminars and conferences. The Principal with the help of committee implements effectively the co-curricular, extra-curricular and extension activities .The personal interactions of the Principal with various stakeholders play an important role in the institutional functioning.

Internal Quality Assurance Cell designs system to execute quality enhancement measures. The faculty members of the institute maintain academic diary in which all academic and research activities along with annual teaching plan are given. In teaching learning process, the faculty use ICT to keep the students in tune with the modern techniques of teaching-learning. IQAC organized National Webinar under the Paramarsh Scheme in collaboration with D. G. College of Commerce Satara on "Effective Strategies to Face NAAC Peer Team" on 29th July, 2020. The faculty is actively involved in decision making and takes initiative for the successful implementation of the academic activity through various committees.

Service Rules:

Rayat Shikshan Sanstha, Satara follows Service rules and regulations of Affiliated University, State Government of Maharashtra and UGC.

- To principal, age of superannuation is 65 years in rural area and 62 years in urban area.
- To the teaching staff, age of retirement is 60 years.
- To non-teaching staff (including Library Attendants & Peon), retirement age is 60 years & for clerical section 58 years.

Procedures for Recruitment:

The Rayat Shikshan Sanstha shoulders the entire responsibility of the recruitment procedure. The college communicates the information about the vacant post to the head office. This information is scrutinized by the Sanstha and by taking the permission of State Govt. of Maharashtra; the advertisement is given in newspaper of vacant posts. Recruitment process is completed according to the norms of University, UGC and Government. It is a matter of fact to state that quality and ability are given priority in the selection procedure.

Our Management has tremendous trust and reputation in the society. Job security, transparency and parental care are distinctive aspects of our Management which attract and retain faculty and other staff having desired qualifications, knowledge and skills.

Promotional policies:

Promotional policy of the college is transparent and in accordance with rules and regulations of the UGC, Government of Maharashtra and University. Performance of faculties is evaluated through Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) mechanism. API is an important parameter for promotion of faculty under Career Advancement Scheme (CAS). College submits confidential reports of administrative staff to the parent institute for perusal and necessary action. The administrative staff of the college is promoted on the basis of seniority and reservation norms of Government of Maharashtra.

Junior clerk Senior clerk Head clerk Office Supritendent

 Registrar

For teaching staff

Assistant Professor Associate Professor Professor

Grievance Redressal Cell:

- **The institute has a functional Grievance Redressal Cell. A multi-level mechanism is established to address the complaints and grievances in appropriate manner which includes:**
- **The cell deals with grievance of students and staff.**
- **Normal complaints, if any, are received by the faculty and the Principal through personal communication, which are discussed and resolved during the meetings.**
- **Suggestion boxes are placed in the premises. Complaints, if any, they are reviewed by the concerned committee and resolved amicably.**
- **Grievances are discussed and resolved in meeting of Grievance Redressal cell, if necessary it is discussed in the CDC for proper action.**

There is provision of guidance from the parent institution, Rayat Shikshan Sanstha, Satara.

File Description	Documents
Paste link for additional information	http://accp.ac.in/cdc.html
Link to Organogram of the institution webpage	http://rayatshikshan.edu/Content.aspx?ID=958 &PID=956
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The management of Rayat Shikshan Sanstha, Satara and Institute has several welfare measures for the well-being of teaching and non-teaching staff.

- **The Rayat Sevak Co-operative Bank Ltd. established in 1940 by the parent institution has over 15000 shareholders. The bank provides following loan facilities to the employees :**

Rayat Shikshan Sanstha's Welfare Schemes

Sr. No.

Name of Scheme

Facility/Amount

1

Sevak Suraksha Insurance

1,00,000/-

The Rayat Sevak Co-Op Bank Ltd., Satara Welfare Scheme

Sr.No.

Name of Scheme

Facility/Amount

2

Loan No.1

20,00,000/-

3

Loan No.2

10,00,000/-

4

Loan No.3

5,00,000/-

5

Loan No.5

15,00,000/-

6

House Loan

50,00,000 to 70,00,000/-/

7

House Mortgage

25,00,000/-

8

Educational Loan

1. **National Education (In India)**
2. **National Medical Education**
3. **International Education**

10,00,000/-

30,00,000/-

30,00,000/-

9

Vehicle Loan

100% Finance

10

Gold Loan

3,00,000/-

11

Saving Deposit Overdraft of Loan

1.00.000/-

12

Fixed Deposit Loan

85%

13

Kutumb KalyanYojana

50,000/-

14

Sevak Welfare Fund

yes

15

KayamThev

11.75 % dividend

16

Scholarship Prize for Members & Child

Certificate & Memento

17

Welfare Scheme for Member's Family (After Death)

15,00,000/-

Laxmibai Bahurao Patil Shikshan Uttejak Pathpedhi Ltd., Satara

Sr. No.

Name of Scheme

Facility/Amount

18

Educational Loan to Members Child

1,00,000/-

19

Member Child Merit Prize

Certificate & Memento

Shivaji University, Kolhapur

(Sevak Welfare Insurance Scheme)

Sr. No.

Name of Scheme

Facility/Amount

20

Sevak Welfare Insurance Scheme

1,00,000/-

Shivaji University Teachers Association

Sr. No.

Name of Scheme

Facility/Amount

21

Teachers Benevolent Fund

50,000/-

College

Sr. No.

Name of Scheme

Facility/Amount

22

Staff Welfare Scheme

Available

23

Sneh SavardhanNidhi

Available

Facility given by institute:

- Availability of employees' staff welfare fund.
- Various leave facilities are provided to the faculty such as earned, maternity, paternal, Bal Sangopan (Child Care), medical, duty, casual etc. according to norms of Government of Maharashtra and UGC.

All the above mentioned provisions made by college and management help to improve staff well-being and satisfaction.100% faculty and staff members are benefited by this welfare schemes.

File Description	Documents
Paste link for additional information	https://rayatsevakbank.co.in/loan
Upload any additional information	View File

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

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

0

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)	View File

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

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

0

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

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

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

15

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

The college follows the "Performance Based Appraisal System" (PBAS) prescribed by Shivaji Universisty,Kolhapur. The university has developed an "Academic Performance Indicator" (API) system which is based on PBAS. The college IQAC addresses all the issues related to appraisal system of the staff and regularly evaluates it and then forwards it to the University authorities for final validation of API Scores. These scores are compiled and presented to the University authorities at the time of its validation under Career Advancement Scheme (CAS).

Our college has made a provision of a separate mechanism for the performance assessment of our faculty through IQAC. It consists of two-tier system that work to bring in efficiency in the work assigned to the staff. Firstly IQAC instructs each and every faculty to submit their self-appraisal form (API) at the end of academic year. The confidential report faced on verified factual data is prepared by Principal in consultation with the Head of the department. Secondly takes feedback from students.

Evaluation of faculty by HoD's and Principal is done on the basis of following –

1. Teaching-Learning and Evolution
2. Co-curricular activities
3. Research contribution
4. Extension activities

For this evaluation –

1. Self-appraisal and academic performance indicator forms are submitted by faculty and scrutinized by IQAC
2. Principal communicates the feed-back received from the students to the faculty concerned and reviews his/her performance at a personal meeting.
3. Principal makes suggestions to faculty and staff for the improvement.
4. They are also appreciated for their distinguished performance assessed by students.
5. The Teacher's Academic Diary prescribed by the university gives clear information of all academic, co-curricular and extracurricular contributions of a teacher. Academic diary is maintained by each faculty member.
6. Academic diary, which reflects their overall performance during the academic year.

The performance is reviewed for the qualitative outcome. The motivation, appreciation, and suggestions to the faculty in response to this review help in-improvement in duties, focused teaching, and research.

Outcome of the Self- Appraisal

1. Improvement in the working of the college.
2. Better motivation.
3. More focus on teaching learning process and research.
4. The talent and shortcoming of staff are identified through appraisal reports.

Major Decisions taken

1. Submission of proposal for Minor/ research projects is encouraged for permanent faculty.
2. Felicitation of teachers with outstanding performance.

Suggestions are communicated to the concerned faculty for improvement orally, in written form and by the Head of the Department.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- **Internal Audit 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 2021.**

Mechanism for settling audit objection:

After the completion of the college audit by the internal and external chartered accountants firm namely M/S. Kirtane & Pandit Association, Pune. They submit their audit report to the Audit Department of Rayat Shikshan Sanstha, Satara. The Parent Institute sends this report to the college for compliances. After the discussion with CDC, Principal completes the compliance report and submits it to Parent Institute.

Annual salary and non-salary audit is done by Joint Director and Accountant General Government of Maharashtra, Mumbai. It is verified and approved by Senior Auditor of Higher Education, Kolhapur and Accountant General respectively. Their compliance report is also completed by the college.

However no major audit objections are noted by Auditing Agencies.

File Description	Documents
Paste link for additional information	http://accp.ac.in/pdf/Audited%20Statement%20 2020-21.pdf
Upload any additional information	View File

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

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

12.95

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

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

The parent institution, Rayat Shikshan Sanstha, Satara monitors financial resources of all its units including this college. Various departments and units of the college submit their requirements and probable expenditure to Principal and office. They prepare budget and present it before College Development Committee for approval. The College Development Committee reviews financial position of the college and gives its approval. The institute, then, sends it to Parent institute for final consideration. Parent Institute, Rayat Shikshan Sanstha, Satara scrutinizes the budget and approves it in the meeting of Life Member Board and Managing Council. After receiving approved budget from the parent institute, College Development Committee prepares road map for optimum utilization of resources and mobilization of available funds received through different plans and schemes of Government and Non-Government agencies. College has a purchase committee which looks after quotations and sanction of the quotations by procedure. Audit department of Parent institution monitors entire business of financial permissions and its appropriate utilizations.

The college follows rules and regulations of Government of Maharashtra, and Shivaji University, Kolhapur in issues related with fee structure for various courses such as B. A. and B. Com. Program like M.A Hindi is self-financed. College runs various self-financed short term courses. The parent institute has made MoUs with different industries for mobilization of resources. The college maintains account of all financial transactions. The fees collected through different short term courses, examinations and donations are clearly mentioned in the cashbook and ledgers. The fees collected from students by way of different un-aided, short term and self-financed courses are used by the college to meet expenditure incurred on these courses as well as augmentation of physical and academic facilities. The college makes optimum use of infrastructure, library and human resources.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

Yes, the IQAC has been actively functioning to contribute in the quality assurance strategies and processes. The college has entrusted the responsibility of planning, monitoring and executing different activities to the IQAC for quality assurance.

1. Research:

The IQAC gives priority to research. The IQAC decided to promote the research culture in the institute. The IQAC has taken the decision to encourage the Head of departments and faculty to organize the seminars, conferences, workshops and online webinar. The IQAC under the Paramarsh Scheme in collaboration with D. G. College of Commerce (Autonomous) has organized a National Webinar on "Effective Strategies to Face NAAC Peer Team" on 29th July, 2020. The IQAC encouragesthe faculty to publish the research papers in national and international UGC referred and peer reviewed journals. An international research paper was published in peer reviewed journal. One of the faculty members completed Orientation Programme. 11 Faculty members completed Faculty Development Programme. A faculty

member attended one workshop on "e-Content Development and e-Assessment". Teaching and non-teaching staff attended workshop organized by Rayat Shikshan Sanstha, Satara on "GST, Income Tax, UGC Grants Utilization" at Kumbhoj, Dist. Kolhapur. During the academic year 2020-21 faculty members attended 106 National and international online Webinar and Quiz. To create the research climate among the students as per the norms of university project works of students has been taken in the college. To the projects works guidelines are given orally to the faculty members. The faculty members implement these guidelines to complete the project work of students.

2. Short -Term Courses:

Short term courses are the second excellent practice implemented by IQAC. Only degree certificate is not sufficient for students. They also require certificate of skill oriented course in modern era. 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.

Sr. No.

Name of the short term course

MOU / Affiliation

Year of Introduction

1

Certificate course in Balwadi Sevika Training Course

UGC and

Shivaji University Kolhapur

2011-12

2

Translation and Communicative Proficiency

UGC and

Shivaji University Kolhapur

2012-13

3

Tally ERP-9

UGC and

Shivaji University Kolhapur

2012-13

4

TATA Consultancy Services – Campus to Corporate

TATA Consultancy Services

2015-16

5

Certificate course in Yoga

Shivaji University Kolhapur

2017-18

6

Foundation Course in Spoken English

KarmaveerVidyaprabhodini

2017-18

7

Anchoring

KarmaveerVidyaprabhodini

2017-18

8

Certificate course

in Beauty and wellness

KarmaveerVidyaprabhodini

2017-18

9

Certificate course in Karate

KarmaveerVidyaprabhodini

2017-18

10

Certificate course in Fashion Designing & Tailoring

Shivaji University Kolhapur

2018-19

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

The institution reviews its teaching, learning, process, structures and methodology through periodical intervals. The Principal is at the apex of the institutional mechanism to review continuously 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 and followed by inspection of the academic diary of the faculty by the Principal every month. 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 are conducted regularly. The faculty maintains academic dairy consisting the lecture notes and teaching methodology of every lecture which is signed by HoD of concerned department regularly. The lecture notes of HoDs are signed by the Principal of the college. There is free access to the students to use question bank which is kept in the departments and library. As per the recommendation by NAAC peer team, the faculty makes maximum use of ICT in teaching learning process. Two digital classrooms, 11 LCD projectors and English language lab are made available for effective teaching learning process. The faculty prepares PPT on prescribed curriculum and teaches with help of PPT. Our parent Institute maintains online PPT bank which is useful to the faculty and students.

The institute conducts seminars and projects. The examination committee conveys the dates of seminars and projects to the HoD in advance. The faculty conducts the seminars and projects for B.A. and B. Com. Part III. The given marks are conveyed to examination committee and the examination committee conveys these marks online to University Examination department. Examination of short term courses are also conducted at the end of each course. Thus, IQAC chalks out the programs and the institute implements it.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://accp.ac.in/actiontaken.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **Safety and security:**

The institution gives priority for gender equality and also provides safety and security to the students. Following are the mandatory committees for safety and security.

1. **Sexual Harassment Prohibition Committee**
2. **Anti-ragging Committee**

Sexual Harassment prevention Committee:

The composition of Sexual Harassment Prevention Committee is as per norms of UGC. Principal is the chairperson of the committee, one lady doctor, one legal advisor, physical director of college, all lady staff members and two staff members are the members of this committee.

- **'Nirbhaya Pathak': It is formed by police department having the respected members of society one of our lady staff is member of Nirbhaya Pathak. Police department has visited our college to have free communication with girls. This Pathak has displayed and conveyed their important toll free numbers to the girls. They gave some important tips of security to the students.**
- **Institute is always organizes awareness programmes of the Police Department regarding safety and security of the students particularly girls and staff.**
- **There is a wall compound for the safety and security of**

students.
- Lady Rector is appointed for women's hostel.
- A night watchman is appointed by the college.
- Taking into account, the safety and security of students16 CCTV cameras are installed in the campus.
- Fire Extinguishers are installed in the main building and Library.
- Discipline is maintained in the college through Discipline committee.
- The Time-Table Committee prepares time-table of campus supervision for maintaining discipline in the veranda and campus.

1. Counselling:

Online Counselling on various topics such as Legal Literacy Campaign, Health Awareness Campaign and Counselling Programmes were organised by the institute through the different committees:

Personal and group counseling are regularly conducted online on their personal problems, health, Security, Educational problems, difficulties and placement.

1. Common Room:

Common room facilities for girls and boys with sanitary blocks are available in the college. The students use those common rooms facility. The facility of vending machine is made available for the women. Latrine and toilet facility is available for ladies& gents staff in the college.

Ours College is situated in rural area and we have been doing our best attempts to emerge as the best College in this area,

File Description	Documents
Annual gender sensitization action plan	Annual Gender Sensitization Action Plan 2020-21 Women empowerment and gender equality are primary concern of the college. We practice to bring a positive change in the attitude and support equity among genders within and outside the institute. Objective: To promote inclusiveness, tolerance and harmony and women empowerment among the students and staff. Annual gender sensitization action plan is as follows: 1) To conduct activities like gender equality, AIDS awareness, female foeticide, and dealing with COVID-19 pandemic, etc. in order to create awareness among the society. 2) To organize activities related to health, nutrition, self-defence and entrepreneurship among the female students 3) To conduct workshops related to cybercrime, safety and security and career enhancement for female students. 4) To provide professional counselling to the students. 5) To provide guidance regarding the financial investment for students and staff. 6) To conduct workshops to promote diversity and gender-sensitive among students and staff. 7) To organize activities related to gender issues. 8) To conduct self-defence training programme for girl students.
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	• Safety and security: The institution gives priority for gender equality and also provides safety and security to the students. Following are the mandatory committees for safety and security. 1. Sexual Harassment Prohibition Committee 2. Anti-ragging Committee Sexual Harassment prevention Committee: The composition of Sexual Harassment Prevention Committee is as per norms of UGC. Principal is the chairperson of the committee, one lady doctor, one legal advisor, physical director of college, all lady staff members and two

	staff members are the members of this committee. • 'Nirbhaya Pathak': It is formed by police department having the respected members of society one of our lady staff is member of Nirbhaya Pathak. Police department has visited our college to have free communication with girls. This Pathak has displayed and conveyed their important toll free numbers to the girls. They gave some important tips of security to the students. • Institute is always organizes awareness programmes of the Police Department regarding safety and security of the students particularly girls and staff. • There is a wall compound for the safety and security of students. • Lady Rector is appointed for women's hostel. • A night watchman is appointed by the college. • Taking into account, the safety and security of students16 CCTV cameras are installed in the campus. • Fire Extinguishers are installed in the main building and Library. • Discipline is maintained in the college through Discipline committee. • The Time-Table Committee prepares time-table of campus supervision for maintaining discipline in the veranda and campus.

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

D. Any 1 of the above

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

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

- **Solid Waste Management –**

The Institute has solid waste management. This management works under the guidance of office superintendent. The institute has used the ideology best from waste, so the institute has a system of the production of natural fertilizer. In the college campus, dustbins are made available. We collect all type of garbage including dried leaves, waste food, waste papers and drop it in the structure made to produce natural fertilizer. We use natural fertilizer for the plants in the college campus. Plastic waste is taken away by Gram Panchayat garbage carrying vehicle [Ghantagadi].

- Liquid Waste Management-

The institute has underground drainage pipeline system. Plumbing maintenance is done on regular basis to prevent wastage of water.

- Biomedical Waste Management:

The college has established Heath Care Centre. The college in collaboration with Dr. Mane R. B., Dr. Smt. Mane S. R. and Dr. AmbadasKadam runs Health Care Centre in the campus. The college has signed MoU with Sanjivani Hospital Pusegaon, Tal. Khatav, Dist. Satara. Biomedical waste of Health Care Center is sorted out and kept in different bags. Waste dressing material, chemicals, outdated medicine, cotton, etc. are kept in yellow bag. Polluted plastic, tubes etc. are kept in red bag. Materials, made of glass are kept in blue bag and needles, blades etc. are kept in white bag. All these collected biomedical waste material is handed over to Sanjivani Hospital. All the Biomedical waste material is collected from all hospital regularly by Nature In Need Organization, Satara.

- E-waste management:

Our parent institute, RayatShikshanSanstha, Satara has a system to collect E-waste from all schools, colleges and to sell it to scrap merchant. We collect E-waste of our college and handover it to our Sanstha.

- Waste Recycling System:

Waste water recycling system is maintained in the college. Waste water is collected in the tank and it is used for plants and trees in the campus.

- Hazardous Chemicals and Radioactive Waste Management:

The college is conducting Arts and Commerce programme. Hence there

is no hazardous chemicals and radioactive waste.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

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

B. Any 3 of the above

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

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

Rayat Shikshan Sanstha's

Arts and Commerce College, Pusegaon

Annual Report

2020-21

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society.

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

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

Arts and Commerce College, Pusegaon

Annual Report

2020-21

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Arts and Commerce College, Pusegaon Annual Report 2020-21 During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society.

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized   **C. Any 2 of the above**

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

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

Rayat Shikshan Sanstha's

Arts and Commerce College, Pusegaon

Annual Report

2020-21

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society However national and international days as well as birth and death anniversary of the great persons were celebrated by the staff of the college

Following were list of some of the activities conducted in the college:

1) Birth Anniversary of Dr. A. P. J. Abdul Kalam was celebrated as a 'Vachan Prerna Divas.

2) Birth Anniversary of Lokmanya Tilak was celebrated.

3) Birth Anniversary of Karmaveer Bhaurao Patil, the founder of Rayat Shikshan Sanstha was

Celebrated.

4) Birth Anniversary of Mahatma Gandhi was celebrated as a National Non-Violence Day.

Apart from this, Indian Independence Day, Republic Day were celebrated in the college by hoisting the flag. The college also celebrated National Integration Day, International Yoga Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

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 don't 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.

1. The Context:

Actually, it is challenging to face two audits: RayatShikshanSanstha's InternalAudit twice in a year and Government Annual Audit. It is very difficult tobalance audit statement of both auditsand to overcome lacunas.It is also challenging task to present annual budget of the institution includingsalary, non-salary, fees, and grants collected and expected expenditure of theinstitution. The institution needs human resources with proper training infinancial transaction and office administration.

1. 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 today's need.

File Description	Documents
Best practices in the Institutional website	http://accp.ac.in/Best%20Practices.html
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

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.

However, during the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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 and CIE (Continuous Internal Evaluation) Calendar for the year 2020-21 are prepared at the beginning of academic year by the College, which consist of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum and internal evaluation. Both the calendars are uploaded on the college website. Accordingly, the academic departments develop the action plans for academic year.

Time-Table - The Time-Table Committee prepares the general Time-Table for Arts and Commerce separately at the beginning of academic year. The heads of the respective departments finalized the departmental time-table in consultation with their colleagues. Time-table of Arts and Commerce are displayed in the notice board. The time-table is strictly implemented for the effective delivery of curriculum.

Examination Dates - As per University Time-table, online Examinations in first term and second term are held from 23/03/2021 and 18/08/2021 respectively due to CORONA -19 Pandemic situation.

Holidays List 2020-21 - The list of holidays is provided by the university at the beginning of Academic 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 Time-table is prepared in departmental meetings. The Heads of the respective departments finalize the departmental time-table in consultation with their colleagues. The time-table 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

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 learning, etc.

Individual Time-table - Individual Time-table 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.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://accp.ac.in/iqac_aca_calender.html

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

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Yes, the college adheres to the academic calendar particularly while conducting Continuous Internal Evaluation through the IQAC. At the beginning of academic year 2020-21, the Principal distributes the work and composes the various committees like examination Committee and other committees in staff meeting. 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. The academic calendar is prepared at the beginning of academic year 2020-21. Academic Calendar contains the relevant information regarding the teaching-learning schedule including working days, various activities to be conducted, holidays, dates of internal examinations, etc.

The academic calendar is prepared keeping in view the academic calendar of the university. It is prepared so that teachers and students know about all the activities in advance. Each academic activity is organized to shape and develop the overall personality of the students. The academic calendar is displayed on the notice board as well as on the college website. The examination committee looks after continuous internal evaluation. 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. The dates of preliminary examinations are conveyed in advance to the students. Preliminary examination is conducted before the commencement of university semester examination. 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. After the term work, mark sheets are prepared. The faculty submits the marks online to the examination department of university. Hard copy of mark sheets are submitted to examination department of college.

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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://accp.ac.in/pdf/Academic%20Calender_CIE.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

3

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

354

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

1.3 - Curriculum Enrichment

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

The college offers three progrmmes in which cross cutting issues like Gender, Environment and Sustainability, Human Values and Professional Ethics are integrated. The above issues are included in the university syllabus as a part of programmes. The parent

institute of the college also puts emphasis on these issues. Addition to that, some courses are run by the college to address different and several cross-cutting issues.

Professional Ethics

The college inculcates professional ethics through curriculum, career oriented courses and short term courses such as Tally Package, Balwadi Sevika Training Course and Translation and Communicative Proficiency, Beauty and Wellness, Fashion Designing, Yoga, etc.

The ethics of transparency, accountability, truthfulness of information and the laws against the false information are emphasized through the curriculum and Career Oriented Courses.

Gender Equality:

The college tries to maintain gender equality by providing more opportunities to girl students.

Human Values

The curriculum helps to inculcate the human values and professional ethics to become a good citizen of society. The inculcating human values among the students are one of the prime functions of education. In syllabi of arts, especially in literature and social sciences, Human values like truth and non-voilance, national integrity, brotherhood, honesty, equality, loyalty, simplicity, sense of responsibility etc. are directly integrated.

Environment and Sustainability

The Government has made it mandatory to introduce Environmental Studies at university level. As .per the guidelines of Shivaji University, the college has introduced environmental science as a compulsory subject for second year B. A. and B. Com. The faculty and the students of the college are made aware regarding conservation of environment, energy conservation, rain water harvesting, hazardous waste management and significance of tree plantation etc. Every student has to submit the projects on the topics related to environmental issues with the local context.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

7

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

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

256

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

1.4 - Feedback System

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

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://accp.ac.in/pdf/Feedback%20Action%20Taken%20Report%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

498

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

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

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

238

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

2.2 - Catering to Student Diversity

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

Yes, the college assesses the learning levels of the students after admission to the first year B. A. and B. Com. on basis of marks obtained in previous examination and the diagnostic test conducted at the beginning of the academic year as per the instructions given by IQAC. Similarly the students of Second and third year of B. A./B. Com are also identified as slow and advanced learners on the basis of their performance in the previous university examination and internal examination. The students, who have secured below 50% marks, are identified as slow learners and the students who have secured above 60% marks are identified as advanced learners.

Special Programmes for Advanced Learners:

Advanced learners are motivated to read more reference books and given exercises on syllabus to attempt at home. The faculty encourages them to participate in various activities such as group discussion, role play and display of wall-paper on various occasions such as Birth Anniversary of Dr. Padmabhushan Karmaveer Bhaurao Patil, Dr. A. P. J. Abdul Kalam, Mahatma Gandhi, Mahatma Phule, etc. The students are motivated to attend seminars, workshops organized by the college and other colleges in their respective subjects and thus they get exposure to advance knowledge in the subjects. They are asked to attempt the previous university question papers for practice and also given special guidance to perform better in the future examination. These students are encouraged to participate in competitions such as Avishkar Research Competitions, Quiz, Elocution, Debate etc. organized by Shivaji University, and RayatShikshanSanstha. The rank holder students are felicitated by the college offering memento and cash prizes every year on Annual Prize Distribution Day.

Efforts taken for Slow Learners:

The college undertakes special efforts for the slow learners. The college attempts to bridge the gap between slow learners and advanced learners through extra lectures and the remedial coaching. The slow learners and students of reserved category are enrolled in the remedial course. The committee prepares time table and it is communicated to the students and teachers in advance. The faculty of college engages such classes. The college organizes guest lectures. Group discussion with advanced learners also helps slow learners to enrich their knowledge base. All types of academic supports are provided to slow learners through library facility. Study materials are provided to slow learners. Teachers give bilingual explanation to slow learners for better understanding. These students are not only assigned to academic exercises but efforts are taken for overall development of the students. Group discussion, interview techniques, student seminar, elocution competition such activities are conducted to enable them to face the challenges of present scenarioto overcome their inferiority complex so that, they are set with appropriate perspective towards learning system. The personal counseling through mentor is also given to the students as per their needs. The committee takes into consideration students previous years marks and marks after the coaching. In this way the slow learners and socio-economically backward class students are brought near to the advanced learners.

File Description	Documents
Paste link for additional information	http://accp.ac.in/pdf/Academic%20Calender_CIE.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
498	19

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to involve the student in experiential learning, participative learning and problem solving methodologies.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore teachers are motivated to use Zoom App, Google Meet, Google Form, You Tube Creator etc. To make the students aware of different modern educational equipments and techniques faculty adopts innovative techniques in the teaching and learning process.The college also motivates the teachers to bring innovativeness and creativity in teaching learning process to make the process more effective and qualitative. The teachers have developed innovative practices such as use of ICT. The institute has been providing ICT enabled classrooms equipped with 41 computers with internet facility, 14 LCD projectors, 238 educational CDs and DVDs, charts, maps, modules, e-books and journals. Beside this, plays and movies based on curriculum are screened for better understanding of the students. Two digital classrooms are made available. The parent institute, Rayat Shikshan Sanstha has taken innovative step of launching the PPT Bank on its Website and it is open to all students and teachers. The parent institute RayatShikshanSanstha, Satara through Karmaveer Vidya Prabodhini telecasts programmes and lectures of eminent persons on competitive examination guidance. These telecasts are made available to the students.

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

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

2.3.3.1 - Number of mentors

18

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

2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

08

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

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

2.4.3.1 - Total experience of full-time teachers

18.21

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution takes internal examinations to evaluate learning levels of the students. The institution has a mechanism of internal assessment which is transparent and robust. Internal examination committee works throughout the year to assess the learning levels of the students by conducting unit tests, home assignments, seminars, group discussions, projects, semester wise preliminary examinations, etc.

The rules and regulations laid down by affiliating university regarding the examination are strictly followed by the institution. The academic calendar consists of CIE schedule.

The transparency in Internal Assessment Process:

The schedule of internal examinationsare declared in advance. The faculty members set the question papers as per the pattern of

university question papers. The assessment is done by the concerned teacher. The mark sheets are prepared and displayed on the notice board. For transparency measures, assessed answer papers are shown to the students. The students come to know their mistakes and lacunas. The suggestions are given to them for improvements. The outcome of this effort is reflected in scores of the final semester examination. The departments conduct unit tests on the completed units. The test papers are assessed and their performance is shown to students. The suggestions are given for improvements. The test papers are given to students for preparation. The examination committee conveys the dates of seminars to the students in advance. The faculty assigns topics of the seminars to the students. The seminars are conducted in the class-rooms. The mark-sheets are prepared and submitted to examination committee. The examination committee conveys the marks to university examination department on online.

The same procedure is applied for project-woks in the sixth semester for final year students. Environmental projects are assigned to students of B.A and B.Com Part II once in the year. Topics for project-work are given to student in advance. The examination committee conveys the dates of submission of project works. The projects are assessed by the concerned faculty and mark-sheets are submitted to examination committee. The examination committee conveys the results to examination department of university on online.

The semester examination of B.A .and B. Com part-I is conducted in the college on the behalf of university examination department. The college has appointed College Examination Officer (CEO) for conducting examination smoothly. The university examination department provides question papers and answer sheets to the college. The college examination committee smoothly conducts the examinations by appointing senior supervisor and junior supervisors. The Central Assessment Programme is organized in the college by examination committee. The faculty of the college assesses the answer books in the central assessment programme (CAP). Semester wise marks are communicated online to examination department of university. If the students have any grievance regarding marks, this is communicated to university. On the demand of student the photocopy of answer book is provided to students by following the procedure of university. This robust method of central assessment programme helps to maintain transparency in evaluation process. CCTV cameras are installed in the classrooms and examination department.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://accp.ac.in/pdf/Academic%20Calender_CIE.pdf

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

There is a mechanism for redressal of grievances with reference to evaluation both at the college and university levels. Examination related grievances for B. A. and B. Com. Part I are solved at the college level and for B. A., B. Com. part-II and III and M. A. are forwarded to the university. The mechanism for the redressal of the grievance is as per the university rules.

Internal Examination Related Grievances:

For internal examination related grievances, the college forms an internal examination committee. There are two types of grievance in general viz. assessment related grievances and malpractices. The chairman of the examination committee tackles the grievances related to internal examination such as preliminary examinations, unit test, home assignment, seminar, projects, etc. If the student is not satisfied about assessment or marks, he/she can apply to the Principal in stipulated time. The Principal consults the chairman of internal examination committee in the presence of IQAC Coordinator regarding the grievance.

The college examination committee also looks after the grievances in respect of evaluation at B.A. and B.Com. partI examination conducted on behalf of university. The results of B. A. and B. Com. Part I are declared within 30 to 45 days after the examination. In case of assessment related grievances, the student can apply to the college authority as per the rules and regulations of university. Photostat copy of the answer sheet is provided to the student on his/her request by charging prescribed fees.The students can verify his/her marks by rechecking and revaluating their answer sheets. All their doubts about assessment are cleared within 15 days from their applications. For malpractices in the institute level examination, the examination committee takes necessary action against student who was found guilty and using unfair means during examination.

University Examination Related grievances:

At the university level, there is a Grievance Redressal Committee. Grievances of the students of B.A and B.Com part -II, III and PG are forwarded to the university. If any student feels that the score given to him/her is not just then he or she can apply for the Photostat copy of the assessed answer-book. The students get assessed Photostat copy of answer book from the university examination department. The student can take the opinion of other teacher and approach the university authority or college for re-evaluation. In this way the grievances related in the scores of marks are solved. This is a time bound and transparent mechanism.

University appoints a flying squad and also appoints external senior supervisor to keep strict vigilance over smooth functioning of university examinations. If candidates are found guilty of using any type of unfair means during examination and caught doing some sort of malpractice in the university examinations, their answer sheets with prescribed declarations of candidates are forwarded to university authorities for their further action. There is a Controller of Examination and statutory committee in the University for redressing the grievances in timely manner as per rules and regulations stated in the University statutes.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The institute is affiliated to Shivaji University, Kolhapur. The syllabi of every course of all programmes are designed by Shivaji University, Kolhapur, .which are available on the website of University. Workshops are organized at district level in the affiliated college by the University for stating the program outcomes, program specific outcomes and course outcomes to teachers. In these workshops faculties actively participate for enrichment of course content and its outcomes. After approval

from faculties and authorities program outcomes, program specific outcomes and course outcomes are published on University website and made available to all stakeholders.

Wide publicity has been given to program outcomes, program specific outcomes and course outcomes by college. The University website is displayed on college notice board and college website. The faculties, students and stakeholders can access program outcomes, program specific outcomes and course outcomes from college website namely www.accp.ac.in. The hard copy of program outcomes, programme specific outcomes and course outcomes is displayed in the departments and on the notice board. Besides this, the institute communicates these outcomes to the students at micro level. At the beginning of academic year, the Principal separately addresses the program outcomes, programme specific outcomes and course outcomes to the students of B. A. and B. Com. Part I in his welcome speech. The respective head and subject teacher of all departments also explain the program outcomes, programme specific outcomes and course outcomes to students in the classrooms. These outcomes are also stated to the students during various curricular, co-curricular and extra-curricular activities. Outcomes are communicated to the participants during Parent-Teacher meets and Alumni meets The college plans to deliver program and course content in such a way that the targeted outcomes of program and course can be achieved. The college analyses results and feedback forms collected from students for ensuring whether program outcomes, program specific outcomes and course outcomes are achieved or not. The programme outcomes of self-designed certificate course and short term courses are clearly stated at the beginning of concerned course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://accp.ac.in/outcomes.html
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Yes, the institution evaluates the program outcomes, program specific out- comes and course outcomes. The college analyzes the progress and performance of the students in the internal and university examinations. Unit tests, home assignments, seminars,

projects and preliminary examination in each semester are conducted. Along with the university examination group projects and seminars are conducted and evaluated. Beside this outcomes are evaluated through Avishkar Research Competitions, Field Visits, Trade Fair, Youth Festival, Wallpaper, College Magazine.The Head of institution in staff meeting discusses the result and if the result is less than university then the reasons are identified and the solutions to improve the results is discussed. If the results of any department or faculty are less than university, Principal demands written explanation from such faculty. The explanation given by the faculty is forwarded to Sanstha. The Sanstha takes appropriate action on it which helps to improve the performance. The results are communicated to the students and Parent institution, Rayat Shikshan Sanstha, Satara.

The career oriented and short term courses conducted by college are supplementary to the degree course; it is a value added and skill development course to the students. The Spoken English course helps to develop the spoken skill among the students. It develops the communication skills of the students. Now-a-days the communication is important, it helps to secure the jobs. The results of the final year students show the outcomes of the program. The attainment of programme outcomes is evaluated through students' progression. Institution also collects feedback forms from alumni, parents and other stakeholders so as to evaluate attainment of programme outcome.

Regarding the method of measuring attainment of POs, PSOs and COs; the institution monitors multiple evaluation tools and methods. The learning outcomes are monitored through the performance and the results of students in internal and university examinations. Each department analyses the performance of their students in its Departmental Meeting. The Principal also takes its review in the Staff Meetingand directs the faculty to concentrate on increasing the quantum of their Course Outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

the year

110

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

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://accp.ac.in/pdf/Feedback%20Analysis%20Report%202020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The college has taken various initiatives to create an interest in research and to transfer knowledge among students and faculty. The college has constituted various associations like, Literary Association, Social Science Association, and Commerce Association. These associations undertake different activities throughout the year to develop knowledge base of the students.

The college has academic research committee which makes student employable and motivate them for undertaking research activities. This committee encourages faculty members of the college to submit their research proposals to various funding agencies. It guides and motivates faculty and students to publish and present their research works in reputed journals. The faculties from the college are supported for participating in Faculty Development Program of the UGC. College organized an online National Webinar

on "Effective Strategies to Face NAAC Peer Team" on 29/07/2020. The research paper of faculty member has been published in peer reviewed journal. Our faculties teach students to use and acquire knowledge from web-sites, PPTs, YouTube and social media. The institute has well equipped central library and departmental libraries. The college has competitive examination guidance center which provides guidance to students for various competitive examinations conducted by state service commission, central service commission and such other service recruitment bodies. College provides special coaching for the students who seek to appear for examinations like, IBPS, police and army recruitment and staff selection board by arranging expert and guest lectures. Campus to corporate training programme is conducted in collaboration with TATA Consultancy Services, Pune for the final year students. College gives an opportunity to students to interact with academicians. Students are exposed to various people working in various sectors like agriculture, industry and service sector for enhancing their employability.

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

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

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

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

O

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

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

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

1

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

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

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

O

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to carry outvarious extensionactivities in the neighborhood community.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure facility to facilitate teaching-learning. The total campus area of the institution is spread over 5.14 acres. It has ample and adequate space for the required infrastructure. The total built up area is 7800 sq.mt. The campus comprises Main Building, Library Building and Women's Hostel along with amenities for Divyangjan in each construction. Main building consists of Principal Cabin, Administrative Office.

1) Classrooms:

The college has 11 classrooms including seminar hall, out of which 09 classrooms are ICT enabled and there are 02 digital classrooms. All classrooms have comfortable and sufficient seating arrangements, glass boards, dais, LED tube lights and fans. It is used for online lectures related to competitive examination. Every department has computer with internet connectivity. Faculty members and students get benefited by the ICT facility.

2) Laboratory:

There is Language Laboratory with 20 computers having internet facility. Language learning two software viz. clear pronunciations 1 and 2 are installed in the language laboratory for students to enhance their linguistic competency. Tally ERP 9 software is also available in the laboratory for students to learn account. LCD projector is installed in the laboratory for effective teaching and practical.

3) Computing Equipment:

The college activities are administered under the guidance of Principal. The Principal cabin is well equipped with ICT facility which is located on the ground floor of the main building. The college has well-furnished administrative office with required ICT facility and software

4) Library:

The college has well equipped and well-furnished library building of 2800 sq. m. having 19425 books. The library is fully automated with integrated Library Management System with bar-coding. The library subscribes to N-List (INFLIBNET) facility and Digital Library of India for e-resources. Library has network resource facility, OPAC (Online Public Access Catalogue), computers, broadband connection and reprography facility. There are separate reading rooms for girls and boys. Reading rooms are kept open beyond office hours. The text books, reference books, other facilities such as e-books, e-journals, news-papers, periodicals, are provided to faculty, students and community.

5) Examination Section;

In accordance with the guidelines of Shivaji University, Kolhapur, the college has established a strong room for university examination with necessary facilities like Xerox Machine, Computer, Printer, CCTV surveillance and Internet connectivity. There is generator back up for main building.

6) Internal Quality Assurance Cell

There is a separate ICT equipped IQAC room. Computer and internet connectivity, printer and scanner are available in IQAC. Teaching-learning activities are monitored through IQAC.

7) Women's Hostel:

There are two storeyed building for ladies hostel which can accommodate 26 girl students. A separate room with toilet facility is available on the ground floor for physically disabled girls. Reading Room is on the first floor. Facility of ramp is available in the main building, library building and ladies hostel building.

8) Gymkhana:

The college has a playground. The college has also separate Gymnasium. The entire infrastructure is under CCTV surveillance. There is a separate Gymkhana office in the campus equipped with various sports material.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://accp.ac.in/pdf/Geo%20Tag%20Photo%20of%20the%20Class%20rooms.pdf

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

1. Sports facilities:

'Sport' is essential and unavoidable part of teaching learning process and student's life. The college provides almost all possible sport facilities. The College has its own playground and Gymkhana keeping in view the overall personality development of the students as the main objective, the college takes keen interest in organizing sports, games and extra-curricular activities.

To promote sports and games college provides most of the infrastructural facilities and indoor games such as Table-tennis, Chess, and Yoga etc. Karate and Boxing training is provided to make the students strong and able to self-defense. There is also gymnasium for physical fitness.

For outdoor games there are facilities for Volleyball, Kabaddi, Kho-Kho, and Athletics for students, the college has equipment like Big Nets, Balls, Timers and Volley Ball Poles. For Kho-Kho practice there is ground, Kho-Kho pole, and measuring tape are availed to the students. Consumables like T-Shirts, Shoes,

Stockings, Balls, Javelin, Shot-put, Discus throw are provided from college as per the requirements of players during the zonal, inter-zonal and intercollegiate sport tournaments and other sport activities. To motivate the players, incentive like T-shirts, shorts, T. A. and D. A. are provided accordingly.

The college has equipment of Gymnasium (fitness zone) containing modern equipment. The area comprises of 37 X 35 sq. ft. Gym contains exercise machines such as standing calf, Abdominal Board with ladder, Elliptical cross Trainer, EB-22 Exercise cycle, etc. which are especially useful to maintain health of students. The Gym is open to all students from 7.00 a.m.to 10.00 a.m. and 5.00 p.m. to 7.00 p. m.

Indoor Games information

Sr. No.

Name of the Game

Equipment's quantity

Available Area

(In Feet)

1

Table-tennis

01 set

19 X 14.5

2

Chess

04 set

19 X 14.5

3

Boxing And Gym

11 kits

37 X 35

Outdoor Games information:

Sr. No

Types of game

Available Area

Year of Establishment

1

Volleyball

18m x 9 m

1994

2

Kabaddi

12m.x 8m and 13m x 10m

1994

3

Kho-Kho

27m.x16m

1994

4

Athletics

Broad Jump, Shot-put., Discus Throw, Javelin Throw, 100 m, 200 m, 400 m Running

1994

Available Gymnasium Equipment

Sr. No.

Gymnasium Equipment

Area

(in feet)

1

Top Bottom Pulley – 1

37 X 35

2

Horizontal Bench -1

3

Inclined cum declined Bench – 1

4

Weigh Bar – 2

5

EZ Bar – 1

6

Dip Stand Pair – 1

7

Weight Plate Rack cum Dumbbells Rack

8

HD Tread Mill – 1

9

Spin Bike – 1

10

Weight Plate – 2.5 kg – 4

5 kg – 6

10 kg – 4

15 kg – 4

11

Dumbbells - 1 kg – 1

2 kg – 1

5 kg – 1

It is a multi-faculty college with well-established Gymkhana which has a huge campus. The Gymkhana is well-equipped with all new sports facilities necessary for indoor and outdoor games. Along with this, we have plenty of space available for playground. There is ground for Kho-kho, Kabaddi grounds, volleyball and Hand ball. Boys and girls can play separately. The Multipurpose Hall is used for playing indoor games such as Table Tennis, Boxing, Wrestling, Chess, Judo, Tyikondo and Carom, etc.

The sports department or gymnasium consists of the following equipment:

1. The main play ground includes;

1. Kho-Kho ground
2. Kabaddi grounds
3. Volley ball ground
4. Jumping Pit

Yoga:

Yoga training is conducted in this college since 2015. The trainer is appointed for that purpose. Yoga and meditation activity helps the students to overcome their academic and mental stress.

Cultural Activities:

The Cultural unit is strong asset of the college. The college has fully equipped Cultural unit for students who have genuine interest in artistic activities. We have a separate room where all instruments are placed. The college has purchased necessary musical instruments such as Harmonium, Tabla, Lezim, Zanz, etc. Students can prepare and practice there at the time of Youth Festival competitions, on the occasion of birth anniversary of Padmabhushan Dr. Karmaveer Bhaurao Patil. The cultural activities are performed on the stage. The stage is made available in the campus. The students of the college have participated online at Zonal level cultural events like Folk song, Folk Dance, Group Songs, Vocal and Classical Singing, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.95

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

4.2 - Library as a Learning Resource

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

The college library has Integrated Library Management Software (ILMS) developed by Maharashtra Knowledge Corporation Ltd. Pune

1. Name of the ILMS software: 'Libreria'
2. Nature of automation: 100% fully automated
3. Version: Version: 2.0.3715.28728

Parent institution has purchased library management software namely 'Libreria'. The college pays Rs. 12,500/- annual maintenance contract (AMC). Its version is 2.0.3715.28728 with cloud base, which facilitates automated book circulation, book accessioning, user administration, generation of all types of reports, barcode and library user cards. The LIBRERIA enabled OPAC is available online, through which user can search books and titles anytime anywhere. Through this facility students and staff can get remote access of library holdings. The manual system is also applied for maintaining library record.

The library subscribes to N-List (INFLIBNET) facility to students and staff. Computers, broadband connection and reprography facility are available in the library.

New arrivals of books and journals are displayed on separate stands and racks.

Following facilities are available in the library:

Sr. No.

Facilities

Number

1

No. of computers

06

2

No of printer

02

3

Bar Code Printer

01

4

Bar Code Scanner

01

5

Photocopy Machine

01

6

Scanner (Scanjet)

01

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

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

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

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

1.49

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

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

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

52

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

4.3 - IT Infrastructure

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

The college has been updating its IT facilities since reaccreditation i.e. 2013. The college has well-established mechanism for upgrading and deploying information and communication technology infrastructure. The college assesses the requirement of ICT for students, staff and other users. For making necessary arrangements of ICT Infrastructure college makes provisions in its budget for augmentation of necessary physical facilities. Expert agencies are hired for maintenance of hardware and ICT infrastructure on the campus. All departments in the college are provided with computers, printers and LCD projectors. Information and Communication Technology enables effective teaching, learning and procurement of information. It is of immense use for imparting education in the subjects, with computer based learning. All classrooms and departments are connected with internet through LAN. There is power backup facility (Generator set of 5 KVA, 1 UPS of 7.5 KVA). Many of our

staff and student acquire information for their research work, presentation of papers and preparing projects. There are two broadband internet connections (BSNL) with 100 MBPS connectivity and four Wi-Fi routers of Jio India Ltd, are made available for internet connectivity and Wi-Fi facility in the campus. Internet connectivity is provided free of cost to staff, students and stakeholders for accessing the relevant resources of information. Teachers and students surf websites and relevant information for making teaching and learning effective and enjoyable. There is a computer laboratory in the college. Twenty computers (PCs) are installed in laboratory with internet connectivity and LCD projector.

Licensed copies of antivirus software are installed on PCs for protection and security whenever necessary. The college aims to make teachers, students, office staff and all stakeholders familiar with modern teaching and learning aids. Besides computer in laboratory, computers are also provided to office, library and support service centers.

The college is equipped with 14 LCDs, 11 Printers, 5 Scanners, 1 Document Scanner, 3 Cameras, 1 Video camera, 02 Xerox machines, 5 all in one machines (Printer), 237 CDs and DVDs in the college library. There are sixteen CCTV Cameras for security and surveillance purpose

- Wi-Fi: College uses 4 routers of Reliance Jio India Ltd for 4G Wi-Fi facility on the campus. It is used in Office, Library and IQAC.
- Broadband: College has two broadband connections with 100 MBPS capacity from BSNL.
- Licensed Antivirus software: The College has fifty computer sets. All computers have antivirus software i.e. quick Heal and Net protector for one year. It is updated automatically via internet. Licensed Antivirus software are installed annually.
- Liberia: Liberia software is designed by Maharashtra Knowledge Corporation Limited. (MKCL) which is used in library for library automation. It is updated automatically by MKCL yearly.
- LCD: 12 LCDs are installed in all classrooms and Computer Lab.

The college has a well-developed system for providing IT facilities to the users. Some of the facilities are as under:

Sr. No.	Details	Number
01	Computer	50
02	LCD	14
03	Laptop	06
04	BSNL Internet Connections	02
05	Printer	11
06	Digital Camera	03
07	Scanners	

05

08

Router

04

09

Three in one machine (Printer, Scanner and Xerox)

05

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

4.3.2 - Number of Computers

50

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1.67

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

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

The college has well established system and procedures for maintaining and utilizing physical, academic and support facilities. The Principal constitutes various committees for maintenance of infrastructure facilities in the campus. All requirements including purchase of equipment, instruments and their maintenance are discussed in College Development Committee for their necessary approval. The requirements received from library, office, staff and support services are analyzed and sorted as per their necessities and priorities. There is a purchase committee in the college. Required material and equipments are purchased from dealers and suppliers recommended by expert committee of Rayat Shikshan Sanstha, Satara. In the matters of purchase, repairs and augmentation of physical, academic and support facilities, college follows rules and regulations laid down by Rayat Shikshan Sanstha, Shivaji University, Kolhapur, Govt. of Maharashtra and UGC. College maintains dead stock register of equipment, instrument etc.

Maintenance of Laboratory:

The college has only arts and commerce streams. Instead of science laboratories, 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 ERP -9. Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency. The college uses

licensed software. Licensed copies of antivirus are installed every year whenever necessary. Any repair to hardware is done by hiring external agencies.

Maintenance of Library:

Library is fully automated by LIBRERIA software of MKCL Pune, with bar code system. The LIBRERIA enabled OPAC is available online, through which user can search books and titles anytime anywhere. Library subscribes for 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 by vacuum cleaner. 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. Library advisory committee looks after the issues of library fees, late fee on delayed return of books, deposits, disposal of newspapers and ragged books. Fund received through fines is utilized for maintenance of library only. Library provides open access for teachers and students. It also provides remote access for teachers and selected students. Library maintains book bank facility for needy students. ICT equipments and audio-visuals in the library are maintained centrally by hiring maintenance contractors. 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 is constituted by the Principal. The committee looks after the maintenance and utilization of ground. The ground is available for playing Kho-Kho, Kabaddi, and Holley ball. Gymnasium facility is available in the campus. 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 equipments are done by the Director of Physical Education. Repairs to gymnasium and specialized equipments are done with the help of trained agencies. Such type of maintenance policy is also used in case of indoor games. Besides physical director, coach is also called for guidance and training. Our alumni also guide our

athletes and players. Besides our students, other stakeholders are also allowed to use sports facilities with prior permission of the Director of Physical Education and Principal.

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 with the help of peons and labours. 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. Minor changes and repairs to classrooms, and other facilities are done departmentally by college. Major repairs and augmentations of classrooms are done by hiring external agencies.

Maintenance of computers:

There are 50 computers, 06 laptops, 14 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. College uses licensed software. Licensed copies of antivirus are installed every year whenever necessary. Any repair to hardware is done by hiring external agencies. Computers and all other electronic devices out of use are removed from dead stock on recommendation of expert committee and prior permission of relevant authorities.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

256

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

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

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

3

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

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

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

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

139

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

139

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

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

The 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 Committee

9. Cultural committee

Student Aid Fund

Student council puts students' 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 2020-21 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.

File Description	Documents
Paste link for additional information	http://accp.ac.in/clgcommittee.html
Upload any additional information	View File

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

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

05

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Rayat Shikshan Sanstha is progressive, reputed academic institution not only in Maharashtra but also in India. Arts and Commerce College Pusegaon Dist Satara, is one of the branches of Rayat Shikshan Sanstha Satara. The college has Alumni Association which adds the alumni members every year. The association actively monitors, participates and cooperates in functioning of the college throughout the year. Though the alumni of the college is not financially strong, the alumni is very firm to give the support in other indicators and from that day the college has experienced the support of alumni and feels very proud of our alumni. The Alumni Association is ever ready to help in various ways to the institute.

The meetings of the Alumni Association are organized twice in a year however due to COVID-19 pandemic situation we were unable to organize the meeting in the academic year 2020-*21

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

- **To provide the educational facilities to the students of drought-prone, hilly and rural area for the development and social change.**

Mission:

- To impart higher education to the students from rural area, to awake them educationally, socially, culturally and intellectually and make them economically self-reliant.
- distinctive characteristics as defined by its mission are presented below:

1. To provide educational facilities to the students from downtrodden and backward classes of society
2. To prepare students for further higher education
3. To inculcate value of social equality, feeling of brotherhood, dignity of labour and self-help
4. To promote higher education to enable the students to accept the challenges of new era
5. To develop overall personality of the students
6. To enrich and maintain the quality and standards of education
7. To impart need-based, time relevant and innovative programs promoting the use of latest technology

The Vision and Mission statement of the college reflects all of these national aspirations and college has oriented all its academic and administrative programs towards the realization of vision and mission statements.

The college plans and executes its entire academic, administrative and developmental program in tune with the vision and mission of the college and the parent institution.

The college follows the principle 'education through self-help' and believes that only education can bring change in the downtrodden and economically weaker sections of society. The college makes no discrimination in region, religion, caste, creed or class. It also believes in the principle of liberty and fraternity, which foster human democratic values.

The college tries to uplift the downtrodden and socio-economically deprived, which is really from the major bulk of society. It is seen that no one is deprived from education on account of poverty. The college has some free-ships and welfare schemes such as 'Student Aid Fund', 'Earn and Learn Scheme'. Incentives and Prizes are offered to provide student support.

The college strives hard to impart not only curriculum oriented education but also to develop the student's personality and make them capable to face the challenges of 21stcentury. Outreach programs and extension activities are organized through NSS and

extension service departments which aim at community development. These programs inculcate values and promote sense of social responsibilities among students.

The college always keeps in mind the mission statement. In the last five years the college has started 11 employability oriented courses. This has created an opportunity for the students to learn new courses.

The Principal and IQAC chalk out academic as well as administrative development plan taking into consideration the needs and growth of the college. Teachers, students and administrative staff are involved in making the plan and implementing it successfully through different committees. The institute has a dedicated management that offers programmes to develop skills in the students. The parent institute i. e. Rayat Shikshan Sanstha, Satara is one of the leading educational institutions in Asia.

File Description	Documents
Paste link for additional information	http://accp.ac.in/vision_mission.html
Upload any additional information	View File

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

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. It 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, according to the need of delegates and decentralizes the power and responsibilities appropriately. All the decisions are taken by the Principal, Coordinator of IQAC, Head of the departments and

the office. Matters related to the departments are discussed with Principal and IQAC Coordinator by the heads of the departments in the meeting. The inputs of these discussions are used by the Principal. Essential issues are presented before the CDC for the guidance and approval. Various committees in the institute help in monitoring and facilitating several administrative functions.

IQAC works as a Central Processing Unit. It facilitates perfect coordination and harmony among all activities and mechanism of the institution through frequent interaction.

The case study, which is successfully implemented and best example of decentralization, is mentioned below.

The case study:

Construction of Women Hostel under UGC Scheme

The college has UGC committee which works under the IQAC and Principal. It has successfully completed the women hostel through this decentralization and participative mechanism.

The UGC committee prepares the plan by the prior permission of parent institute which is estimated by the architect appointed by institute. After the permission of parent institute the approved plan is completed through the college building committee which is formed according to the norms of UGC. The college building committee works under the CDC and the Principal of the college. The approved plan is submitted to UGC through the proper channel. After the sanction of proposal the approved plan is again submitted to parent institute for final permission to begin the construction of building. Before that the advertisement is given in the local newspapers and the lowest tender is accepted in the CDC meeting. Then the building committee under the guidance of Principal forms sub-committees, in which all the stakeholders are involved, i.e. Purchase Committee, Supervision Committee etc. thus the work smoothly goes towards completion. UGC committee takes the responsibility of correspondence with UGC and looks in the matters of accounts with the help of office bearer. After the completion of building work the statement of expenditure and utilization certificate are submitted to UGC. The audit department of Sanstha and Government do the audits of the transactions. The sole responsibilities go to the UGC (Western Regional Office, Pune) committee and Principal. The resolution regarding this matter is put in the CDC and taken the approval of CDC. In this way the institution practices decentralization and

participative management.

File Description	Documents
Paste link for additional information	http://accp.ac.in/clgcommittee.html
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, the perspective plan document is an important component of the college strategy development and deployment process. The institute has chalked out a distinct quality policy during the academic year 2020-21 on basis of need of students, curricular and extra-curriculum activities, infrastructure development, enrichment of college activities, etc. The quality policy is reviewed through Principal's visit and meetings with departments. Academic and Administrative Audit by Rayat Quality Management System also helps in achieving its objectives. The IQAC has reviewed and revised the quality policy with the help of teaching, non-teaching staff, students, alumni and the other stakeholders of the institute. The institute implemented many more strategic plans successfully out of that promoting research climate and faculty development is one.

The measures have been taken to inculcate quality policy as below:

- To promote research culture for research development in faculty.
- To motivate and encourage the teachers for their research contribution
- To provide platform to enhance competency level of teachers.
- The optimum use of infrastructure i. e. of library and ICT
- To concentrate on research development of teachers
- To create awareness about the scarcity of water and water conservation
- To pay special attention towards empowerment of women through inculcating employability skills among girl students.

The quality policies are reviewed during the meeting of the Heads, IQAC, and C.D.C. The 'Quality Policy' is revised as per

the needs of higher education policies.

Research climate development for faculty- The Principal motivates faculty, to participate and present their research work in academic forum. The Principal guides Librarian to enrich the library with latest books, periodicals and research journals.

Faculty development-

The institution provides various programs for up-gradation of faculty. Management and Principal encourage faculty members to involve in research. They also motivate faculty to attend the National and International, conferences, webinar and present their research paper. The Principal and IQAC cell motivate faculty to attend refresher and orientation courses. Institution arranges lectures of eminent academicians for faculty and gives opportunity to do the interaction with them. The college purchases new books, research journals, periodicals, newspapers and e-resources for college library and thus creates learning environment.

The institute has a strategic plan and it has been successfully implemented. During the academic year 2020-21, IQAC organized National Webinar under the Paramarsh Scheme in collaboration with D. G. College of Commerce Satara on "Effective Strategies to Face NAAC Peer Team" on 29th July, 2020. One of the faculty members completed Orientation Programme. 11 Faculty members completed Faculty Development Programme. A faculty member attended one workshop on "e-Content Development and e-Assessment". Teaching and non-teaching staff attended workshop organized by Rayat Shikshan Sanstha, Satara on "GST, Income Tax, UGC Grants Utilization" at Kumbhoj, Dist. Kolhapur. During the academic year 2020-21 faculty members attended 106 National and international online Webinar and Quiz and one international research paper was published in peer reviewed journal.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://accp.ac.in/percepctive_plan.html
Upload any additional information	View File

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

College Administration Set up is as follows:

The Institute is governed by Rayat Shikshan Sanstha, Satara. The top management provides adequate teaching and non-teaching staff and takes responsibility for the development of the institute. It also provides general guidelines for quality policy in order to create a conducive learning environment and presents the ethos of academic excellence. The management helps to decide major policies pertaining to academic and infrastructural development. The parent institution has signed MoUs with national and international institutes and industries to facilitate the academic and research competency in colleges. The Parent Institution has a separate audit-section which monitors the internal audit of institute. The Higher Education department is functioning at the parent institution that monitors the academic development of all the institutes. 'Rayat Quality Management System now renamed as Academic and Administrative Audit (AAA) performs academic and administrative audit of the institutes. The College Development Committee (CDC) takes decisions on general policies for the overall development of the institute and supports it.

The Principal is the academic and administrative head of the Institute and bears the ultimate responsibility for the smooth functioning of the institute. The Principal guides the faculty to prepare academic teaching plans, the academic calendars, co-curricular, extra-curricular and cultural activities in the beginning of the academic year. The Principal forms various committees of faculty members, students and non-teaching staff. The Principal maintains good relationships with the stakeholders for the development of the institute. The Principal promotes faculty for relevant training, workshops, gatherings, meets for the development. The outcome of this, faculty members participate in workshops, seminars and conferences. The Principal with the help of committee implements effectively the co-curricular, extra-curricular and extension activities .The personal interactions of the Principal with various stakeholders play an important role in the institutional functioning.

Internal Quality Assurance Cell designs system to execute quality enhancement measures. The faculty members of the institute maintain academic diary in which all academic and research activities along with annual teaching plan are given. In teaching

learning process, the faculty use ICT to keep the students in tune with the modern techniques of teaching-learning. IQAC organized National Webinar under the Paramarsh Scheme in collaboration with D. G. College of Commerce Satara on "Effective Strategies to Face NAAC Peer Team" on 29th July, 2020. The faculty is actively involved in decision making and takes initiative for the successful implementation of the academic activity through various committees.

Service Rules:

Rayat Shikshan Sanstha, Satara follows Service rules and regulations of Affiliated University, State Government of Maharashtra and UGC.

- To principal, age of superannuation is 65 years in rural area and 62 years in urban area.
- To the teaching staff, age of retirement is 60 years.
- To non-teaching staff (including Library Attendants & Peon), retirement age is 60 years & for clerical section 58 years.

Procedures for Recruitment:

The Rayat Shikshan Sanstha shoulders the entire responsibility of the recruitment procedure. The college communicates the information about the vacant post to the head office. This information is scrutinized by the Sanstha and by taking the permission of State Govt. of Maharashtra; the advertisement is given in newspaper of vacant posts. Recruitment process is completed according to the norms of University, UGC and Government. It is a matter of fact to state that quality and ability are given priority in the selection procedure.

Our Management has tremendous trust and reputation in the society. Job security, transparency and parental care are distinctive aspects of our Management which attract and retain faculty and other staff having desired qualifications, knowledge and skills.

Promotional policies:

Promotional policy of the college is transparent and in accordance with rules and regulations of the UGC, Government of

Maharashtra and University. Performance of faculties is evaluated through Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) mechanism. API is an important parameter for promotion of faculty under Career Advancement Scheme (CAS). College submits confidential reports of administrative staff to the parent institute for perusal and necessary action. The administrative staff of the college is promoted on the basis of seniority and reservation norms of Government of Maharashtra.

Junior clerk Senior clerk Head clerk Office Supritendent

Registrar

For teaching staff

Assistant Professor Associate Professor Professor

Grievance Redressal Cell:

- The institute has a functional Grievance Redressal Cell. A multi-level mechanism is established to address the complaints and grievances in appropriate manner which includes:
- The cell deals with grievance of students and staff.
- Normal complaints, if any, are received by the faculty and the Principal through personal communication, which are discussed and resolved during the meetings.
- Suggestion boxes are placed in the premises. Complaints, if any, they are reviewed by the concerned committee and resolved amicably.
- Grievances are discussed and resolved in meeting of Grievance Redressal cell, if necessary it is discussed in the CDC for proper action.

There is provision of guidance from the parent institution, Rayat Shikshan Sanstha, Satara.

File Description	Documents
Paste link for additional information	http://accp.ac.in/cdc.html
Link to Organogram of the institution webpage	http://rayatshikshan.edu/Content.aspx?ID=958&PID=956
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The management of Rayat Shikshan Sanstha, Satara and Institute has several welfare measures for the well-being of teaching and non-teaching staff.

- **The Rayat Sevak Co-operative Bank Ltd. established in 1940 by the parent institution has over 15000 shareholders. The bank provides following loan facilities to the employees :**

Rayat Shikshan Sanstha's Welfare Schemes

Sr. No.

Name of Scheme

Facility/Amount

1

Sevak Suraksha Insurance

1,00,000/-

The Rayat Sevak Co-Op Bank Ltd., Satara Welfare Scheme

Sr.No.

Name of Scheme

Facility/Amount

2

Loan No.1

20,00,000/-

3

Loan No.2

10,00,000/-

4

Loan No.3

5,00,000/-

5

Loan No.5

15,00,000/-

6

House Loan

50,00,000 to 70,00,000/-/

7

House Mortgage

25,00,000/-

8

Educational Loan

1. National Education (In India)
2. National Medical Education
3. International Education

10,00,000/-

30,00,000/-

30,00,000/-

9

Vehicle Loan

100% Finance

10

Gold Loan

3,00,000/-

11

Saving Deposit Overdraft of Loan

1.00.000/-

12

Fixed Deposit Loan

85%

13

Kutumb KalyanYojana

50,000/-

14

Sevak Welfare Fund

yes

15

KayamThev

11.75 % dividend

16

Scholarship Prize for Members & Child

Certificate & Memento

17

Welfare Scheme for Member's Family (After Death)

15,00,000/-

Kutumb KalyanYojana

50,000/-

Laxmibai Bahurao Patil Shikshan Uttejak Pathpedhi Ltd., Satara

Sr. No.

Name of Scheme

Facility/Amount

18

Educational Loan to Members Child

1,00,000/-

19

Member Child Merit Prize

Certificate & Memento

Shivaji University, Kolhapur

(Sevak Welfare Insurance Scheme)

Sr. No.

Name of Scheme

Facility/Amount

20

Sevak Welfare Insurance Scheme

1,00,000/-

Shivaji University Teachers Association

Sr. No.

Name of Scheme

Facility/Amount

21

Teachers Benevolent Fund

50,000/-

College

Sr. No.

Name of Scheme

Facility/Amount

22

Staff Welfare Scheme

Available

23

Sneh SavardhanNidhi

Available

Facility given by institute:

- Availability of employees' staff welfare fund.

- **Various leave facilities are provided to the faculty such as earned, maternity, paternal, Bal Sangopan (Child Care), medical, duty, casual etc. according to norms of Government of Maharashtra and UGC.**

All the above mentioned provisions made by college and management help to improve staff well-being and satisfaction.100% faculty and staff members are benefited by this welfare schemes.

File Description	Documents
Paste link for additional information	https://rayatsevakbank.co.in/loan
Upload any additional information	View File

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

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

0

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)	View File

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

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

0

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

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

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

15

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

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

The college follows the "Performance Based Appraisal System" (PBAS) prescribed by Shivaji Universisty,Kolhapur. The university has developed an "Academic Performance Indicator" (API) system which is based on PBAS. The college IQAC addresses all the issues

related to appraisal system of the staff and regularly evaluates it and then forwards it to the University authorities for final validation of API Scores. These scores are compiled and presented to the University authorities at the time of its validation under Career Advancement Scheme (CAS).

Our college has made a provision of a separate mechanism for the performance assessment of our faculty through IQAC. It consists of two-tier system that work to bring in efficiency in the work assigned to the staff. Firstly IQAC instructs each and every faculty to submit their self-appraisal form (API) at the end of academic year. The confidential report faced on verified factual data is prepared by Principal in consultation with the Head of the department. Secondly takes feedback from students.

Evaluation of faculty by HoD's and Principal is done on the basis of following –

1. Teaching-Learning and Evolution
2. Co-curricular activities
3. Research contribution
4. Extension activities

For this evaluation –

1. Self-appraisal and academic performance indicator forms are submitted by faculty and scrutinized by IQAC
2. Principal communicates the feed-back received from the students to the faculty concerned and reviews his/her performance at a personal meeting.
3. Principal makes suggestions to faculty and staff for the improvement.
4. They are also appreciated for their distinguished performance assessed by students.
5. The Teacher's Academic Diary prescribed by the university gives clear information of all academic, co-curricular and extracurricular contributions of a teacher. Academic diary is maintained by each faculty member.
6. Academic diary, which reflects their overall performance during the academic year.

The performance is reviewed for the qualitative outcome. The motivation, appreciation, and suggestions to the faculty in response to this review help in-improvement in duties, focused teaching, and research.

Outcome of the Self- Appraisal

1. **Improvement in the working of the college.**
2. **Better motivation.**
3. **More focus on teaching learning process and research.**
4. **The talent and shortcoming of staff are identified through appraisal reports.**

Major Decisions taken

1. **Submission of proposal for Minor/ research projects is encouraged for permanent faculty.**
2. **Felicitation of teachers with outstanding performance.**

Suggestions are communicated to the concerned faculty for improvement orally, in written form and by the Head of the Department.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- **Internal Audit 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 2021.**

Mechanism for settling audit objection:

After the completion of the college audit by the internal and

external chartered accountants firm namely M/S. Kirtane & Pandit Association, Pune. They submit their audit report to the Audit Department of Rayat Shikshan Sanstha, Satara. The Parent Institute sends this report to the college for compliances. After the discussion with CDC, Principal completes the compliance report and submits it to Parent Institute.

Annual salary and non-salary audit is done by Joint Director and Accountant General Government of Maharashtra, Mumbai. It is verified and approved by Senior Auditor of Higher Education, Kolhapur and Accountant General respectively. Their compliance report is also completed by the college.

However no major audit objections are noted by Auditing Agencies.

File Description	Documents
Paste link for additional information	http://accp.ac.in/pdf/Audited%20Statement%202020-21.pdf
Upload any additional information	View File

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

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

12.95

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

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

The parent institution, Rayat Shikshan Sanstha, Satara monitors financial resources of all its units including this college.

Various departments and units of the college submit their requirements and probable expenditure to Principal and office. They prepare budget and present it before College Development Committee for approval. The College Development Committee reviews financial position of the college and gives its approval. The institute, then, sends it to Parent institute for final consideration. Parent Institute, Rayat Shikshan Sanstha, Satara scrutinizes the budget and approves it in the meeting of Life Member Board and Managing Council. After receiving approved budget from the parent institute, College Development Committee prepares road map for optimum utilization of resources and mobilization of available funds received through different plans and schemes of Government and Non-Government agencies. College has a purchase committee which looks after quotations and sanction of the quotations by procedure. Audit department of Parent institution monitors entire business of financial permissions and its appropriate utilizations.

The college follows rules and regulations of Government of Maharashtra, and Shivaji University, Kolhapur in issues related with fee structure for various courses such as B. A. and B. Com. Program like M.A Hindi is self-financed. College runs various self-financed short term courses. The parent institute has made MoUs with different industries for mobilization of resources. The college maintains account of all financial transactions. The fees collected through different short term courses, examinations and donations are clearly mentioned in the cashbook and ledgers. The fees collected from students by way of different un-aided, short term and self-financed courses are used by the college to meet expenditure incurred on these courses as well as augmentation of physical and academic facilities. The college makes optimum use of infrastructure, library and human resources.

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

6.5 - Internal Quality Assurance System

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

Yes, the IQAC has been actively functioning to contribute in the quality assurance strategies and processes. The college has entrusted the responsibility of planning, monitoring and executing different activities to the IQAC for quality assurance.

1. Research:

The IQAC gives priority to research. The IQAC decided to promote the research culture in the institute. The IQAC has taken the decision to encourage the Head of departments and faculty to organize the seminars, conferences, workshops and online webinar. The IQAC under the Paramarsh Scheme in collaboration with D. G. College of Commerce (Autonomous) has organized a National Webinar on "Effective Strategies to Face NAAC Peer Team" on 29th July, 2020. The IQAC encouragesthe faculty to publish the research papers in national and international UGC referred and peer reviewed journals. An international research paper was published in peer reviewed journal. One of the faculty members completed Orientation Programme. 11 Faculty members completed Faculty Development Programme. A faculty member attended one workshop on "e-Content Development and e-Assessment". Teaching and non-teaching staff attended workshop organized by Rayat Shikshan Sanstha, Satara on "GST, Income Tax, UGC Grants Utilization" at Kumbhoj, Dist. Kolhapur. During the academic year 2020-21 faculty members attended 106 National and international online Webinar and Quiz. To create the research climate among the students as per the norms of university project works of students has been taken in the college. To the projects works guidelines are given orally to the faculty members. The faculty members implement these guidelines to complete the project work of students.

2. Short -Term Courses:

Short term courses are the second excellent practice implemented by IQAC. Only degree certificate is not sufficient for students. They also require certificate of skill oriented course in modern era. 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.

Sr. No.	Name of the short term course	MOU / Affiliation	Year of Introduction
1	Certificate course in Balwadi Sevika Training Course	UGC and Shivaji University Kolhapur	2011-12
2	Translation and Communicative Proficiency	UGC and Shivaji University Kolhapur	2012-13
3	Tally ERP-9	UGC and Shivaji University Kolhapur	2012-13
4	TATA Consultancy Services – Campus to Corporate	TATA Consultancy Services	2015-16

5

Certificate course in Yoga

Shivaji University Kolhapur

2017-18

6

Foundation Course in Spoken English

KarmaveerVidyaprabhodini

2017-18

7

Anchoring

KarmaveerVidyaprabhodini

2017-18

8

Certificate course

in Beauty and wellness

KarmaveerVidyaprabhodini

2017-18

9

Certificate course in Karate

KarmaveerVidyaprabhodini

2017-18

10

Certificate course in Fashion Designing & Tailoring

Shivaji University Kolhapur

2018-19

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

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

The institution reviews its teaching, learning, process, structures and methodology through periodical intervals. The Principal is at the apex of the institutional mechanism to review continuously 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 and followed by inspection of the academic diary of the faculty by the Principal every month. 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 are conducted regularly. The faculty maintains academic dairy consisting the lecture notes and teaching methodology of every lecture which is signed by HoD of concerned department regularly. The lecture notes of HoDs are signed by the Principal of the college. There is free access to the students to use question bank which is kept in the departments and library. As per the recommendation by NAAC peer team, the faculty makes maximum use of ICT in teaching learning process. Two digital classrooms, 11 LCD projectors and English language lab are made available for effective teaching learning process. The faculty prepares PPT on prescribed curriculum and teaches with help of PPT. Our parent Institute maintains online PPT bank which is useful to the faculty and students.

The institute conducts seminars and projects. The examination committee conveys the dates of seminars and projects to the HoD

in advance. The faculty conducts the seminars and projects for B.A. and B. Com. Part III. The given marks are conveyed to examination committee and the examination committee conveys these marks online to University Examination department. Examination of short term courses are also conducted at the end of each course. Thus, IQAC chalks out the programs and the institute implements it.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://accp.ac.in/actiontaken.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Safety and security:

The institution gives priority for gender equality and also provides safety and security to the students. Following are the mandatory committees for safety and security.

1. Sexual Harassment Prohibition Committee
2. Anti-ragging Committee

Sexual Harassment prevention Committee:

The composition of Sexual Harassment Prevention Committee is as per norms of UGC. Principal is the chairperson of the committee, one lady doctor, one legal advisor, physical director of college, all lady staff members and two staff members are the members of this committee.

- 'Nirbhaya Pathak': It is formed by police department having the respected members of society one of our lady staff is member of Nirbhaya Pathak. Police department has visited our college to have free communication with girls. This Pathak has displayed and conveyed their important toll free numbers to the girls. They gave some important tips of security to the students.
- Institute is always organizes awareness programmes of the Police Department regarding safety and security of the students particularly girls and staff.
- There is a wall compound for the safety and security of students.
- Lady Rector is appointed for women's hostel.
- A night watchman is appointed by the college.
- Taking into account, the safety and security of students16 CCTV cameras are installed in the campus.
- Fire Extinguishers are installed in the main building and Library.
- Discipline is maintained in the college through Discipline committee.
- The Time-Table Committee prepares time-table of campus supervision for maintaining discipline in the veranda and campus.

1. Counselling:

Online Counselling on various topics such as Legal Literacy Campaign, Health Awareness Campaign and Counselling Programmes were organised by the institute through the different committees:

Personal and group counseling are regularly conducted online on

their personal problems, health, Security, Educational problems, difficulties and placement.

1. Common Room:

Common room facilities for girls and boys with sanitary blocks are available in the college. The students use those common rooms facility. The facility of vending machine is made available for the women. Latrine and toilet facility is available for ladies& gents staff in the college.

Ours College is situated in rural area and we have been doing our best attempts to emerge as the best College in this area,

File Description	Documents
Annual gender sensitization action plan	Annual Gender Sensitization Action Plan 2020-21 Women empowerment and gender equality are primary concern of the college. We practice to bring a positive change in the attitude and support equity among genders within and outside the institute. Objective: To promote inclusiveness, tolerance and harmony and women empowerment among the students and staff. Annual gender sensitization action plan is as follows: 1) To conduct activities like gender equality, AIDS awareness, female foeticide, and dealing with COVID-19 pandemic, etc. in order to create awareness among the society. 2) To organize activities related to health, nutrition, self-defence and entrepreneurship among the female students 3) To conduct workshops related to cybercrime, safety and security and career enhancement for female students. 4) To provide professional counselling to the students. 5) To provide guidance regarding the financial investment for students and staff. 6) To conduct workshops to promote diversity and gender-sensitive among students and staff. 7) To organize activities related to gender issues. 8) To conduct self-defence training programme

	for girl students.
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	• Safety and security: The institution gives priority for gender equality and also provides safety and security to the students. Following are the mandatory committees for safety and security. 1. Sexual Harassment Prohibition Committee 2. Anti-ragging Committee Sexual Harassment prevention Committee: The composition of Sexual Harassment Prevention Committee is as per norms of UGC. Principal is the chairperson of the committee, one lady doctor, one legal advisor, physical director of college, all lady staff members and two staff members are the members of this committee. • 'Nirbhaya Pathak': It is formed by police department having the respected members of society one of our lady staff is member of Nirbhaya Pathak. Police department has visited our college to have free communication with girls. This Pathak has displayed and conveyed their important toll free numbers to the girls. They gave some important tips of security to the students. • Institute is always organizes awareness programmes of the Police Department regarding safety and security of the students particularly girls and staff. • There is a wall compound for the safety and security of students. • Lady Rector is appointed for women's hostel. • A night watchman is appointed by the college. • Taking into account, the safety and security of students16 CCTV cameras are installed in the campus. • Fire Extinguishers are installed in the main building and Library. • Discipline is maintained in the college through Discipline committee. • The Time-Table Committee prepares time-table of campus supervision for maintaining discipline in the veranda and campus.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

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

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

- Solid Waste Management –

The Institute has solid waste management. This management works under the guidance of office superintendent. The institute has used the ideology best from waste, so the institute has a system of the production of natural fertilizer. In the college campus, dustbins are made available. We collect all type of garbage including dried leaves, waste food, waste papers and drop it in the structure made to produce natural fertilizer. We use natural fertilizer for the plants in the college campus. Plastic waste is taken away by Gram Panchayat garbage carrying vehicle [Ghantagadi].

- Liquid Waste Management-

The institute has underground drainage pipeline system. Plumbing maintenance is done on regular basis to prevent wastage of water.

- Biomedical Waste Management:

The college has established Heath Care Centre. The college in collaboration with Dr. Mane R. B., Dr. Smt. Mane S. R. and Dr. AmbadasKadam runs Health Care Centre in the campus. The college has signed MoU with Sanjivani Hospital Pusegaon, Tal. Khatav, Dist. Satara. Biomedical waste of Health Care Center is sorted out and kept in different bags. Waste dressing material, chemicals, outdated medicine, cotton, etc. are kept in yellow bag. Polluted plastic, tubes etc. are kept in red bag. Materials, made of glass are kept in blue bag and needles, blades etc. are

kept in white bag. All these collected biomedical waste material is handed over to Sanjivani Hospital. All the Biomedical waste material is collected from all hospital regularly by Nature In Need Organization, Satara.

- **E-waste management:**

Our parent institute, RayatShikshanSanstha, Satara has a system to collect E-waste from all schools, colleges and to sell it to scrap merchant. We collect E-waste of our college and handover it to our Sanstha.

- **Waste Recycling System:**

Waste water recycling system is maintained in the college. Waste water is collected in the tank and it is used for plants and trees in the campus.

- **Hazardous Chemicals and Radioactive Waste Management:**

The college is conducting Arts and Commerce programme. Hence there is no hazardous chemicals and radioactive waste.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	A. Any 4 or All of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms	B. Any 3 of the above

Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

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

Rayat Shikshan Sanstha's

Arts and Commerce College, Pusegaon

Annual Report

2020-21

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

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

Arts and Commerce College, Pusegaon

Annual Report

2020-21

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File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	Arts and Commerce College, Pusegaon Annual Report 2020-21 During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society.

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website	C. Any 2 of the above

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

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

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

Rayat Shikshan Sanstha's

Arts and Commerce College, Pusegaon

Annual Report

2020-21

During the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society However national and international days as well as birth and death anniversary of the great persons were celebrated by the staff of the college

Following were list of some of the activities conducted in the college:

1) Birth Anniversary of Dr. A. P. J. Abdul Kalam was celebrated

as a 'Vachan Prerna Divas.

2) Birth Anniversary of Lokmanya Tilak was celebrated.

3) Birth Anniversary of Karmaveer Bhaurao Patil, the founder of Rayat Shikshan Sanstha was

Celebrated.

4) Birth Anniversary of Mahatma Gandhi was celebrated as a National Non-Violence Day.

Apart from this, Indian Independence Day, Republic Day were celebrated in the college by hoisting the flag. The college also celebrated National Integration Day, International Yoga Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

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 don't 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.

1. The Context:

Actually, it is challenging to face two audits: RayatShikshanSanstha's InternalAudit twice in a year and Government Annual Audit. It is very difficult tobalance audit statement of both auditsand to overcome lacunas.It is also challenging task to present annual budget of the institution includingsalary, non-salary, fees, and grants collected and expected expenditure of theinstitution. The institution needs human resources with proper training infinancial transaction and office administration.

1. 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 today's need.

File Description	Documents
Best practices in the Institutional website	http://accp.ac.in/Best%20Practices.html
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

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.

However, during the academic year 2020-21, students were taught through the online mode as per the guidelines of State and Central Government due to COVID-19 pandemic situation to prevent the spread of COVID-19 disease. Therefore, we were unable to organize various activities for the students and the society.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Rayat Shikshan Sanstha's,

Arts and Commerce College, Pusegaon

Annual Plan of Action

2021-22

Future Plan of Action for the academic year 2021-22 was chalked out by IQAC in the meeting.

- To prepare academic calendar for the academic year 2021-22.
- To prepare CIE calendar for the academic year 2021-22.
- To conduct the diagnostic test to find out slow and advance learners.
- To organize some State and National level seminars and conferences.
- To conduct semester wise Unit Tests and Preliminary Examinations before University Examination.
- To encourage students to excel in various sports and cultural events.
- To collect and analyse online feedback form from stakeholders.
- To organize industrial, bank and field visits.
- To organize study tours.
- To organize Computer Literacy Programme.

- **To celebrate national festivals and birth and death anniversary of national heroes.**
- **To organize skill development activities.**
- **To organize book exhibition in the college.**
- **To conduct workshop on career opportunity.**
- **To organize lectures of eminent persons on various issues and topics.**
- **To organize workshop on Entrepreneurship.**
- **To organize Trade-Fair**