SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

ARTS AND COMMERCE COLLEGE PUSEGAON

AT POST PUSEGAON, TAL. KHATAV, DIST. SATARA
415502
www.accp.ac.in

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Rayat Shikshan Sanstha was founded by social reformer and educationist Late Padmabhushan Dr. Karmaveer Bhaurao Patil in 1919. It is one of the largest educational institutions in Asia. The prime goal of our founder was to impart education for the holistic development of masses from rural areas and socio-economically deprived classes. "Education through self-help" is our motto. Through his robust efforts, the innovative earn and learn scheme brought into existence which has now proved to become best scheme for the betterment of downtrodden students. For his incomparable contribution to the education, Government of India conferred on him the third best civilian award 'Padmabhushan'.

The college was established by Rayat Shikshan Sanstha at Pusegaon on 5th September, 1994 in drought prone area of Satara District with the aim of imparting education to socially and economically downtrodden masses. It is multi- faculty institution having 05 departments viz. Marathi, Hindi, English, History and Commerce. Recently the institution has started PG Program in Hindi.

The college has its own beautiful premises and well-developed campus with all required infrastructure and modern amenities. Apart from this college imparts skill and career oriented education by conducting 11 short term courses like Tally Package, Translation and Communicative Proficiency in English and Balwadi Sevika Training Course, Basic Foundation Course in Spoken English, Modi Script, Anchoring, Fashion Designing and Tailoring, Beauty and Wellness, Yoga, Karate and Campus to Corporate Training Programme. The college is awarded '*Karmaveer Paritoshik*' (The Best College State Level Award), one of the prestigious state level awards, by Rayat Shikshan Sanstha, Satara in 2014 for its good performance. Institution has organized 01 state level Workshop, 02 state level and 06 national level seminars during last five years in order to enhance the knowledge and research attitude of both students and faculty. The college organized National Level Seminar on, 'Thoughts of Maharshi Vitthal Ramaji Shinde: Political and Social,' on 2nd January 2020.

The institution was reaccredited with 'B' Grade 2.29 CGPA by NAAC Peer Team in 2012. To achieve holistic development of our students, college offers various extracurricular activities like Sports, NSS, Cultural activities and "*Avishkar* Research Competition".

Vision

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

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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. ICT enabled classrooms
2. Greater number of female students
3. Tradition of good Result
4. Qualified and devoted Staff
5. Progressive management
6. Certificate and short term courses
7. Enriched and fully automated Library
8. Healthy relations with society
9. Research culture
10. Placement Cell

Institutional Weakness

1. Shortage of funds
2. Lack of educational awareness in the vicinity
3. Less linkages and collaborations
4. Need to increase the publication in international journals
5. Lack of industrial area

Institutional Opportunity

1. Enhancement of quality education among socially, economically and educationally weaker sections
2. To take initiatives to establish linkages with research institutions and industries.
3. To provide skill-based courses.
4. To start PG Course in Commerce.

Institutional Challenge

1. Changing trend; attitude towards professional courses
2. Less interest of students and parents in traditional education
3. Less response from economically weaker sections
4. Less placements opportunities

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers conventional programs namely B.A., B.Com. After reaccreditation the college started post graduate program, M. A. in Hind. During last five years the college has been conducting 03 UGC funded career oriented courses and 8 Value-added/Add-on courses. Admissions and evaluation process are as per the norms prescribed by the State Government of Maharashtra and Shivaji University, Kolhapur. The syllabus of the various programs is designed by the affiliated university and it is implemented by the institute. The college

ensures academic flexibility by giving elective options at under graduate level. The curricula have evolved in various aspects as to meet the needs of time and equip the learners with latest and practical knowledge of subjects. The university organizes workshops on revised syllabus. The college organizes seminars on new teaching methods, use of ICT in teaching and learning, etc. The college teachers represent themselves on BoS and the Academic Council of the affiliating University and have made a positive impact in the work of curriculum planning, designing and upgrading syllabus.

The faculty of the college has designed the curriculum for the career oriented courses and value added courses. While designing curriculum for certificate courses, our college teachers get more freedom to design most relevant curriculum to make the programmme employment- oriented considering the need of the society.

The implementation of the curriculum is enforced through, semester wise teaching plan, academic calendar, academic and administrative meeting and feedback from the students. The teaching plan of all subject is strictly executed as per the general time-table. Extra efforts are taken to realize the application of subject knowledge through the lead college lectures, guest lectures, academic and industrial visits, workshops, projects thereby enabling the enrichment of the curriculum. The college undertakes various activities related to environment awareness in and outside the campus. The entire process of curriculum transaction is monitored by the head of the departments through monthly meetings and feedback. Record of teaching and other activities of the faculty are maintained in the 'Academic Diary'. IQAC monitors feedback mechanism.

Teaching-learning and Evaluation

Teaching-learning process is student centric. The college has facilitated learning process through special programmes especially for advanced learners and slow learners which have fruitful results. Remedial coaching and extra lectures are conducted for the slow learners and guest lectures, study tours, poster presentations, wallpapers are conducted for the advanced learners. Promotion to innovation and creativity in teaching-learning has resulted into the attainment of programme outcomes.

For ICT based teaching-learning, all required facilities are made available. Computers with internet connection are made available in all classrooms and departments. 14 LCDs are installed in all classrooms. Online lectures on competitive examination organized by parent institute and government are made available for the students. Lectures are conducted using various modern teaching aids such as ICT, PPT, charts, slides, models and e-resources. The plays and movies based on syllabus are screened for better understanding. There is English Language Lab to enhance the communication skills among the students.

Reforms are made to develop transparent and robust Continuous Internal Evaluation system regarding frequency and variety for which the well planned academic calendar is followed strictly. Faculty members conduct unit test, home assignments, group discussion, seminars, projects, surprise test, open book test and semester wise preliminary examination and also organize study tour and field visits. The effectiveness of teaching learning process of the institute is reflected by the academic performance of the students. College results are always more than the university result.

The college has mentor-mentee scheme to address the academic as well as socio-psychological needs of the mentee. At the end of every academic year student feedback on the performance of teacher is collected and analyzed. There is continuous monitoring of the students, their daily attendance, academic performance is taken into account and discussed during the parents meet. Faculty of the college contribute in the examination work of the university such as paper-setter, examiner, moderator, external senior supervisor and internal senior

supervisor, flying squad. The IQAC has designed and implemented an evaluation mechanism for the achievement of programme outcomes for last few years to ascertain the quality of teaching and learning process.

Research, Innovations and Extension

The college tries to promote the research culture among the faculty. 'Research Corpus Fund' is raised and deposited in the bank for promotion of research activities in the college. The equipments and support facilities are made available for the students and faculty for undertaking research. The college provides financial support to students and faculty for presenting their papers at university, state, national and international level seminars and conferences. The faculty members also organize state and national level seminars in collaboration with other institutes. Institute motivates the faculty to submit the minor and major research proposals and approach funding agencies for mobilizing resources for their research. The college also motivates faculty to pursue M. Phil. and Ph. D. degrees. 10 faculty members out of 19 are Ph. D. holders. Out of 10, 2 are research guides. Three faculty members are pursuing Ph. D. degree. 10 Minor Research Projects were completed by faculty members. 29 research papers in UGC referred journals and 89 research papers in national and international proceedings were published in the last five years. Beside this 19 books were published by our faculty. The college has MoU with Rayat Institute of Research and Development, Satara for research work.

Shivaji University Kolhapur and also Rayat Shikshan Sanstha Satara organize '*Avishkar* Research Competition' to motivate students and faculty every year for undertaking research. The students and teachers prepare models, banners, posters and research papers for this competition. For research, some facilities like library service i.e. free access to books, reprographic facilities, separate study room and computer with internet connectivity are made available for students and faculty. The college remains always in the forefront in the field of regular extension activities and outreach programmes through NSS.

Infrastructure and Learning Resources

Infrastructural facilities play a crucial role in teaching and learning process. Adequate infrastructure facilities are made available in the college campus. There are 11 classrooms including a seminar hall, a computer lab, administrative block and examination strong room. There is a separate central library with computers and internet facility, reprographic facility and it is equipped with 18482 books and reference books, e-journals, e-books and newspapers. The separate study rooms for girls and boys are made available in the library. There are gymkhana, playground, indoor and outdoor games facility and ladies hostel. ICT facility is made available in all class rooms and seminar hall. ICT based teaching-learning is adopted by all faculty members. There are two digital classrooms. Internet facility is made available in all classrooms, the computer lab, departments and central library for the students and faculty. The institute has established effective mechanism for the maintenance of the infrastructure facilities. Sufficient fund is allocated for regular maintenance of the infrastructure.

Student Support and Progression

All activities of the college are student centric. The college always gives priority for providing required support to the students. The college provides financial assistance to sports students, physically challenged students, students participating in cultural activities, economically backward students in the form of free ship, concession

and cash prizes. Students participating in various University, State, and National level sports and cultural competitions are provided with TA, DA and Kit. The college also provides general insurance facility to the students.

The institute has Competitive Examination Guidance Centre. Online lectures of eminent scholars are made available for the students. 3 COC and 8 value added/Add on courses are conducted. The institute organizes study tours, historical visits, field visits, bank visit and industrial visit. The college also organizes lecturers of eminent persons.

The institute publishes its annual magazine named *"Vedavati"* to provide a platform for students to voice their artistic creativity in the form of poems, articles, sketches, etc. A capital investment awareness camp, entrepreneurship development programme, a workshop on the career opportunities in banking sectors etc. are organized to develop entrepreneurial traits among the students. The institute has a student grievance redressal cell and women's development cell to address grievances related with students and issues pertaining to sexual harassment. The institute ensures satisfactory redressal of the reported grievances. There is a special anti-ragging cell constituted as per the UGC norms to curb the ragging activities. In addition to this, CCTV cameras are installed to ensure the safety and security. Student welfare schemes like concession for the poor students in admission fee, financial aids to the needy students, Students aid fund etc. are available within the institute. The college takes efforts for providing Maharashtra State Road Transport Corporation's concession pass to the students who come from remote villages.

The alumni of the college play a vital role in overall development of the college by its financial and nonfinancial contributions. It also ensures students and alumni participation in various academic and administrative bodies like NSS and Sports. As per the university norms, the institute has a student council.

Governance, Leadership and Management

The college plans all its academic, administrative and extensive programmes in tune with the vision and mission of the college under the guidance of the parent institute, Rayat Shikshan Sanstha, Satara. Its organizational structure ensures decentralization of powers and responsibilities. The IQAC is functional and plays the vital role of catalyst to bring perfect mechanism of the institution pertaining to quality sustenance and enhancement. It gives priority to fulfill the recommendations given by NAAC peer team and Academic and Administrative Audit Committee. It pays attention to every quality issues related to the betterment of the institution. The administration of the college has been decentralized under the leadership of the Principal of the college through different college committees. Perspective planning is made to achieve long-term ends and benchmarking is done along with the short term planning of its achievement. There is support from all the stakeholders regarding planning and implementation of all activities. The feedback from all the stakeholders helps effectively in decision making, planning and improvements. The college gives representation to the students and alumni on various committees. The college ensures the effective welfare measures for teaching and non-teaching staff.

Institutional Values and Best Practices

The college has successfully worked towards gender equity promotion and sensitivity by organizing many programs and activities. The college also tries to inculcate the message of equality among the students and society. Required physical facilities are provided to differently abled students. The college enjoys a clean and

green environment as it conducts green, energy and environment audit every year. With hazardous waste management and e-waste management have benefited the college in gaining carbon neutrality. The college has initiated certain green practices that have made the campus eco-friendly. 11 certificate courses offering human values and professional ethics are introduced. The college has the rain water harvesting unit having 10,000 liters storage capacity. Awareness regarding conservation of environment is inculcated among the students and society through various activities. The college also tries its best to create awareness among the people regarding water management and water conservation in drought prone area. The college has organized different activities in collaboration with neighbourhood community to address local advantages and disadvantages.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ARTS AND COMMERCE COLLEGE PUSEGAON
Address	AT POST PUSEGAON, TAL. KHATAV, DIST. SATARA
City	PUSEGAON
State	Maharashtra
Pin	415502
Website	www.accp.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	KAILAS BABANRAO JAGDALE	02375-260637	9823608254	02375-260638	accp_puse@yahoo.in
IQAC / CIQA coordinator	SHAHAJI ATMARAM MALI	02375-260639	9823608254	02375-260640	shahajimali.2010@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	05-09-1994

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Shivaji University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	14-11-2007	View Document
12B of UGC	19-03-2014	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	AT POST PUSEGAON, TAL. KHATAV, DIST. SATARA	Rural	3.38	2284.71

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Marathi	36	HSC	Marathi	24	13
UG	BA,Hindi	36	HSC	Hindi	24	18
UG	BA,English	36	HSC	English	24	15
UG	BA,History	36	HSC	Marathi	24	18
UG	BCom,Commerce	36	HSC	English + Marathi	120	53
PG	MA,Hindi	24	BA	Hindi	30	7

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				4				13
Recruited	1	0	0	1	4	0	0	4	8	3	0	11
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				3
Recruited	0	0	0	0	0	0	0	0	1	2	0	3
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	7	0	0	7
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	4	0	0	4	0	0	9
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	3	0	7

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	2	0	0	2

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	230	0	0	0	230
	Female	280	0	0	0	280
	Others	0	0	0	0	0
PG	Male	13	0	0	0	13
	Female	12	0	0	0	12
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	22	26	27	30
	Female	25	25	34	29
	Others	0	0	0	0
ST	Male	2	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	69	92	97	99
	Female	109	115	112	104
	Others	0	0	0	0
General	Male	159	177	136	159
	Female	231	199	230	201
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		618	634	636	622

3. Extended Profile

3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
160	160	152	144	144

File Description	Document
Institutional data prescribed format	View Document

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	2	2

3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
622	636	619	618	667

File Description	Document
Institutional data in prescribed format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
390	390	375	360	360

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	40	45	17	40

File Description	Document
Institutional data in prescribed format	[View Document]

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	19	19	19	19

File Description	Document
Institutional data in prescribed format	[View Document]

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	18	18	18	18

File Description	Document
Institutional data in prescribed format	[View Document]

3.4 Institution

Total number of classrooms and seminar halls

Response: 11

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1081964	450798	579966	422987	404758

Number of Computers

Response: 46

4. Quality Indicator Framework(QIF)

Criterion 1 - 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 college ensures the effective delivery of curriculum through well planned and documented process. Following are some of measures taken by the college for effective curriculum delivery.

Syllabus Design:

. The college is affiliated to Shivaji University, Kolhapur. The syllabus of Undergraduate and Postgraduate courses are revised and designed after every three years. The syllabus of various courses is designed by Board of Studies (BOS) of Shivaji University, Kolhapur. The university publishes the curriculum on its website. All stakeholders can obtain the syllabus from its website. The university organizes workshop on revised syllabus at different colleges to obtain the review. If the faculty has any doubt or suggestion, it is cleared in the workshop.

Departmental Meetings:

Syllabus is distributed by the head of the concerned department at the beginning of the academic year as per classes and papers to prepare the teaching plan of the syllabus of the concerned subjects and also to discuss the course contents in the departmental meeting.

Implementation of curriculum:

The college on its level implements effective curriculum delivery with well planned and documented process. In the prospectus of the college, the paper number and the titles of the papers are given. The prospectus is compulsory to the students. The college has its own website and on the website the college uploads the curriculum which is designed by the university and the website is a free access to the stakeholders. In the college library, the copies of curriculum are kept for the students and faculty.

The faculty informs the students about their syllabus and reference books in the classrooms. At the beginning of each semester the faculty prepares the teaching plan of concerned syllabus and this teaching plan is orally given to the student and copy of it is given to the concerned committee and to the head of the respective departments. At the beginning of semester the faculty of concerned subject dictates the details of curriculum in the classroom. At the welcome function, the Principal of the college gives details of the rules, terms and conditions regarding university examinations, internal evaluation, infrastructure, attendance, discipline and the structure of curriculum.

Time Table:

The timetable committee prepares the general timetable for Arts and Commerce at the beginning of

academic year. The Heads of the respective departments finalize the departmental time-table in consultation with their colleagues. The timetable is strictly implemented for the effective delivery of curriculum. Concerned heads shoulder the responsibility of the sincere implementation of academic – teaching plan and collect the syllabus completion report in stipulated time. The time-table committee organizes meetings at interval to take review of the completed syllabus. If faculty has any difficulty regarding the completion of the syllabus, he/she is advised to complete the syllabus by conducting extra lectures. The head of the institution is reported about the completion of the syllabus. Thus, the college implements curriculum effectively.

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, 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. 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	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 3

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

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 35

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
11	10	7	3	4

File Description	Document
List of Add on /Certificate progrms	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 37.92

1.2.3.1 **Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
324	368	214	122	169

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

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. As a result, active participation of girls in various activities such as curriculum, co-curriculum and extra-curriculum has increased. There are various activities related to gender issues organized by the college, to create awareness among girl students about their rights, legal provisions, facilities and opportunities available to them. In this regard various activities such as Lectures, Seminars, Workshops, Health Check-up Camps (HB and Blood-group check-up camp) and other gender sensitization programs are organized in the institution. Following are some of the activities:

- Celebration of International Women's Day
- Campaign for Save Girl Child.
- Beti Bachav Beti Padhav
- Women Meet (Mahila Melawa)
- Balwadi Sevika Training Course

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 national integrity, brotherhood, honesty, equality, loyalty, simplicity, sense of responsibility etc. are directly integrated. The college inculcates ethics and human values through extra-curricular activities like N.S.S. The various activities are conducted through N. S. S. and department of Political Science such as:

- Voting Awareness-Poster presentation,
- Voters Awareness Day,
- Registration camp for new voters.
- Special Winter Residential Camp.
- Truth and Non-violence

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. Besides, N.S.S. and Department of Geography conduct the following activities related to the issues of Climate Change and Environmental Conservation:

- Tree Plantation
- Water conservation program
- Models and Poster Presentation based on Environmental Conservation
- Swacha Bharat Abhiyan
- Conducted Seminar on "Bio - diversity and it's Conservation"
- Organization of Rally

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 4.62

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	7	7

File Description	Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 52.25

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 325

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*
E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. All of the above

1.4.2 Feedback process of the Institution may be classified as follows: Options:

    1.**Feedback collected, analysed and action taken and feedback available on website**
    2.**Feedback collected, analysed and action has been taken**
    3.**Feedback collected and analysed**
    4.**Feedback collected**
    5. **Feedback not collected**

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 84.86

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
622	636	634	618	667

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
780	780	750	720	720

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 68.32

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
262	270	258	228	263

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]

2.2 Catering to Student Diversity

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

Response:

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 Rayat Shikshan Sanstha. 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 scenario to 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.

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

Response: 32.74

File Description	Document
Any additional information	[View Document](#)

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

Response:

Many innovative teaching learning methods are used for the academic enhancement in teaching-learning process as per the suggestions and guidelines of the IQAC. Efforts are taken to make teaching-learning more students centric and making it more experiential, participatory and interactive. Various activities like group discussions, seminars, projects etc. are conducted and modules and posters are displayed by the students for enhancing learning experiences. Some departments of college organize study tours and field visits.

Experiential Learning:

Visit to historical places:

The students of History department visits famous historical places like Museum of *Aund Sansthan*, *Sahyadri Ghat*, fort of *Pratapgad*, *Raighad* and *Mahabaleswar*, etc. Visit to historical place is a part of curriculum. Through these visits students get information of the contemporary dynasties, their hierarchy, information of different wars, information of weapons, arms and tradition and culture of those days. They also get the information of conserving monuments and historical things.

Field visit:

The students of Geography department also visit different places to study the types of rocks, soil, geographical and environmental conditions. Students of Political Science observed the *Gramsabha* in Pusegaon village to understand work and function of Grampanchayat. Students are given practical experiences with the help of the local community.

Bank visit:

Students from Commerce department are motivated to visit nearby banks to learn the procedure of banking. They visit bank and know about banking activities. Industrial visits are also organized. Tally Package is conducted to give practical knowledge of accounting and making entries.

Trade Fair:

Students learn *Marketing, Management, Communication and Advertising Skills* through the trade fair.

Participative Learning Method:

The faculty uses participative learning method to make the learning process more effective.

Language Lab:

It proves useful for the language classes to develop communication skills of the students. For that sake, the institute has established English Language Lab.

Short Term Courses:

Career oriented and short term courses are the best examples of experiential and participative learning.

Seminars, Project, Group Discussion and Competitions:

The faculty assigns project works and seminars and organizes group discussions. An important element of the participatory learning activity is poetry-reading competition, public lectures by eminent persons.

Display of Wallpapers:

The students prepare and display wallpapers on Birth and Death Anniversaries of eminent personalities. The institute publishes annual magazine, named, '*Vedavati* to motivate the students to show their creative talent. The students write articles, poems, sketches etc. in the college magazine '*Vedavati'*.

Sports and Cultural Activities:

The students are motivated to participate in various sports competitions. By organizing cultural programmes, national festivals and observing various days, college provides the platform for students to have participative and experiential learning. The college celebrates Teachers Day on 5thSeptember, on this day, students conduct the lectures.

Problem Solving Method:

Lectures of experts are organized to imbibe problem solving culture in the classrooms. Problem solving method is used by the faculty of Accountancy and Statistics in the classroom.

Through these methods students' interest and involvement in learning is increased and the entire learning experience centers on the students.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Teaching – learning is always considered at the heart of educational procedure. 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. Along with the traditional method all the faculty members are using modern teaching and Audio-Visual aids. The teachers have developed innovative practices such as use of ICT, interactive teaching by conducting group discussion, seminars, Quiz competition, project works and adopting continuous internal evaluation method by conducing unit tests, home assignment, open book test, seminars, surprise test and preliminary examination at the end of each semester. 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 Rayat Shikshan Sanstha, Satara through Karmaveer Vidya Prabodhini telecasts programmes and lectures of eminent persons on competitive examination guidance. These telecasts are made available to the students.

The department of English has a Language Lab equipped with modern audio-visual aids. UGC sponsored three COCs are conducted in the institute. The department of English runs COC in Translation and Communicative Proficiency. The department of Commerce conducts COC in Tally. Third COC in Balwadi Sevika Training is run in the institute. The lectures of eminent scholars on different topics related to social issues are organized.

During discussion sessions and seminars, students are always frank and forthcoming in sharing their experiences and this contributes significantly to the peer-led learning process under the supervision of the teachers.

The students are motivated to participate in Avishkar research competitions organized by Shivaji University, Kolhapur and the parent institution, Rayat Shikshan Sanstha, Satara. The students are motivated and guided to prepare research papers, articles and modules on various themes and current issues in the society for research competitions.

All faculty members have created WhatsApp groups of their respective departments to share and communicate information. Students share their difficulties and get solutions on WhatsApp. Students also share their difficulties with their classmates. It has resulted in a successful mechanism of off-campus interactions.

Impact:

1. Knowledge level of students has increased.

2. Participation in 'Avishkar' Competition is increased.

3. Students have acquired various skills such as communicative skill, leadership quality and team work ability and decision making etc.

4. Results of the college are improved.

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

Response: 32.74

2.3.3.1 Number of mentors

Response: 19

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	
mentor/mentee ratio	
Circulars pertaining to assigning mentors to mentees	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 105.56

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	
Any additional information	

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 25.26

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
10	5	3	4	2

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 1

2.4.3.1 **Total experience of full-time teachers**

Response: 18.94

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

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 examinations are 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.

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

Response:

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. It 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. part I 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.

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.

Response:

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.

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

Response:

Evaluation of Program Outcomes:

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 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 Meeting and directs the faculty to concentrate on increasing the quantum of their Course Outcomes.

17 students of our Competitive Guidance Centre were qualified in NET, SLET and Civil Services. Beside

this 86 students were placed in government, private and cooperative sectors in last five years. 27 medals are bagged by the college students in the last five years in various university, state, and national level events of sports and cultural events respectively.

Following are the results of final year students:

Program Name	Year	Number of students appeared for final exam	Number of Students Passed in final year Examination	
B.A. III	2014-15	78	78	
	2015-16	79	57	
	2016-17	49	32	
	2017-18	64	49	
	2018-19	63	34	
B.Com III	2014-15	67	42	
	2015-16	67	39	
	2016-17	82	59	
	2017-18	77	45	
	2018-19	65	30	
M. A.	2017-18	09	09	
	2018-19	06	05	

2.6.3 Average pass percentage of Students during last five years

Response: 66.53

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
69	103	91	96	120

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
134	150	131	146	145

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View Document</u>
Paste link for the annual report	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 931000

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	931000.00

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

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

Response: 10.53

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

Response: 2

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 35.71

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	10

3.1.3.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	5	5

File Description	Document
List of research projects and funding details	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The college has taken various initiatives to create an interest in research and to transfer knowledge among students and faculty. Few faculty members have written and published books. Some of the faculty members have also contributed in writing the chapters in the reference books. Many articles of our teachers have been published in the newspapers and magazines. These publications on various subjects and topics proved quite beneficial for the students. Students of the college are encouraged to participate in research activities like 'Avishkar' Research Competition organized by Shivaji University, Kolhapur and Rayat Shikshan Sanstha, Satara every year. For this competition our parent institution gives Rs. 10,000/- as financial assistance to the college every year to encourage faculty and students for research. 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.

College publishes its annual magazine named '*Vedavati*' in which students contribute their articles on various topics and issues. '*Vedavati*' provides a platform for students to express their thoughts and creations.. 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 organizes conferences, seminars, workshops and guest lectures on current topics of research activities in various subjects. The research papers of faculty members have been published in refereed and peer reviewed journals and proceedings.

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. College invites eminent alumni to visit the college and interact with students. 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. The college organizes various activities like model exhibitions and poster presentations for students as a part of education beyond curriculum to build confidence among students and giving them an opportunity to test themselves with the recent happenings in the fields of study and research. These activities are planned to widen their horizon of knowledge and strengthening their capabilities for employable skills. 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.

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

Response: 9

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	1	0	6

File Description	Document
List of workshops/seminars during last 5 years	[View Document]()
Any additional information	[View Document]()

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 6

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.53

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
7	6	4	4	8

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 5.68

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 last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
16	13	13	16	50

File Description	Document
List books and chapters edited volumes/ books published	View Document

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 last five years.

Response:

The college has made contribution to society and environment by carrying out various extension activities. The faculty members are given responsibilities to engage students in the community development programmes. The emphasis is given on holistic development of the students by engaging them in extension activities which helps them to be a good citizen.

Apart from its assurance of academic excellence, the college organizes various extension activities such as AIDS awareness, *Swachh Bharat Abhiyan*, gender sensitizing programs, tree plantation, Road Security Campaign, Voter's Campaign to sensitize students regarding social issues. As a part of social responsibility, college organizes number of programs such as prevention of sexual harassment, street play for *beti bachao-beti padhao*, *nirbhay kanya abhiyan, etc*. To create awareness about health and hygiene, the college organizes health consciousness programmes such as hand washing, hemoglobin check-up, general health check-up, AIDS Awareness lectures and rallies on different occasions. The institute organizes Vachan Prerna Din to inculcate reading habit among the students on the occasion of Birth Anniversary of Dr. A. P. J. Abdul Kalam.

NSS unit of the college organizes plastic eradication campaign, tree plantation programme and AIDS awareness rallies. Health check-up committee organizes medical check-up camps for students. The students of our NSS unit worked as volunteers for voter's awareness program. College promotes students to undertake experiential learning, problem solving sessions, paper and poster presentations and debate competitions. The college has Career guidance and placement cell for guiding and helping students to acquire suitable placements. There is a teacher–parent association which interacts with students. It helps to solve their academic and personal problems. The department of Geography and History organize study tours. The college observes 'No Vehicle Day' on Friday. The college has rain water harvesting systems.

'Not Me but You' is the motto of National Service Scheme. Volunteers willingly contribute for social development. NSS unit of the college has demonstrated the mechanism of rain water harvesting and water conservation. NSS Unit of the institution has adopted Katgun, Tal. Khatav, Dist. Satara where volunteers perform various activities like tree plantation, cleanliness drive and awareness programmes. College provides support facilities like Students Aid Fund, Earn and LearnScheme to students; main focus of which is to provide work for needy students and inculcate culture of dignity of labour.

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 28

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	5	5	4

File Description	Document
Number of awards for extension activities in last 5 year	[View Document]
e-copy of the award letters	[View Document]

3.4.3 Number of extension and outreached Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.

Response: 83

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
18	14	20	16	15

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document]
Any additional information	[View Document]

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 448.82

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 last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3136	2670	2871	2768	2724

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document]

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 17

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	4	3	3

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document]

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 38

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

2018-19	2017-18	2016-17	2015-16	2014-15
18	14	3	2	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - 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.

Response:

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 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 **17572 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 entire infrastructure is under CCTV surveillance. There is a separate Gymkhana office in the campus equipped with various sports material.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

1. **Sports facilities:**

'Sport' is essential part of teaching learning process and students' 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 for self-defense.

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.

It is a multi-faculty college with well-established Gymkhana. 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 grounds for Kho-kho, Kabaddi, volleyball and Hand ball. Boys and girls can play separately. Sports unit has record of participation and winning matches at Zonal level, Inter zonal level, university and Inter university levels. Many of our students have represented in the affiliating university teams at different levels.

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 kept. 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 and Cultural activities in N.S.S. camp. The cultural activities are performed on the stage. The stage is made available in the campus. The performance in cultural activities is satisfactory in the last five years. The students of the college have participated at Zonal level cultural events like Folk song, Folk Dance, Group Songs, Vocal and Classical Singing, etc.

File Description	Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 11

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 124.76

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
1200896	591989	723514	510386	550742

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

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

4.2.2 The institution has subscription for the following e-resources

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases
    6. Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. Any 4 or more of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 146020.8

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
121307	213037	42023	214701	139036

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

Response: 13.73

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

Response: 88

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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 (Genset 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 three broadband internet connections (BSNL) with 9.5 MBPS connectivity, four Wi-Fi routers of Jio India Ltd. Inet Lease Line Internet Connection is 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 all the departments, staff-room, office, library and support service centers.

The college is equipped with 46 computers, 14 LCDs, 11 Printers, 5 Scanners, 1 Document Scanner, 3 Cameras, 1 Video camera, 02 Xerox machines, 5 all-in-one machines (Printer, scanner and Xerox) 237 CDs and DVDs. There are sixteen CCTV Cameras for security and surveillance purpose

- *Wi-Fi:* College uses 4 routers of Reliance Jio India Ltd and inet Lease Line Internet Connection for 4G Wi-Fi facility on the campus. It is used in Office, Library and IQAC.
- *Broadband:* College has three broadband connections with 9.5 MBPS capacity from BSNL. Out of three, two connections are used for Office and Library. And another one is used in the Computer Lab.
- *Licensed Antivirus software:* The College has forty six computers. 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:* 14 LCDs are installed in all classrooms and Computer Lab.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 13.52

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution
E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 124.76

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

2018-19	2017-18	2016-17	2015-16	2014-15
1200896	591989	723514	510386	550742

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

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.

Response:

Introduction:

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, University, 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 46 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.
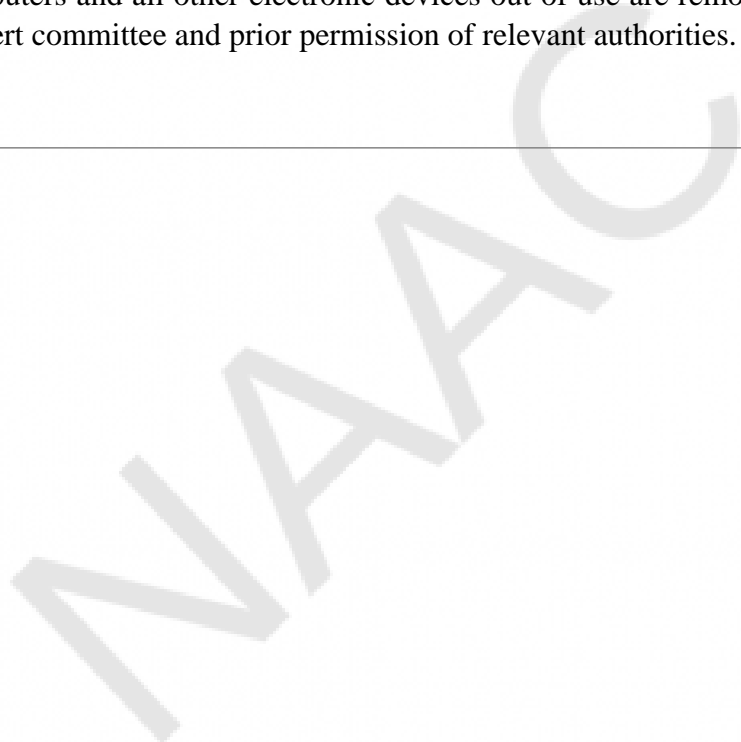
Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 63.76

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
379	289	418	436	496

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document]
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document]

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.66

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	10	2	3	2

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.Soft skills
    2.Language and communication skills
    3.Life skills (Yoga, physical fitness, health and hygiene)
    4.ICT/computing skills

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document]
Any additional information	[View Document]
Link to Institutional website	[View Document]

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 77.27

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
492	612	496	492	342

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

    1.**Implementation of guidelines of statutory/regulatory bodies**
    2.**Organisation wide awareness and undertakings on policies with zero tolerance**
    3.**Mechanisms for submission of online/offline students' grievances**
    4.**Timely redressal of the grievances through appropriate committees**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document]
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]
Details of student grievances including sexual harassment and ragging cases	[View Document]

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 78.58

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
26	9	16	14	21

File Description	Document
Details of student placement during the last five years (Data Template)	[View Document]

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 1192.31

5.2.2.1 **Number of outgoing student progression to higher education**

Response: 155

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT/JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 69.29

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.***)) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	5	5	2

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	6	7	4

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

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 last five years.

Response: 30

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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
12	8	0	3	7

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)

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

Response:

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 up to the academic year 2016-17. From the academic year 2017-18 the student council has been constituted as per Maharashtra Public University Act 2016, section 99, 147(2) (i), Maharashtra Ordinance number XXVIII and Statute S.442 to S 467 and Board of Student Welfare, Shivaji University. 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 Programme 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, and State Government of Maharashtra.

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 (ICC)
5. Discipline and Anti –ragging committee
6. College Canteen Committee
7. National Service Scheme
8. Gymkhana
9. Cultural committee
10. Student Aid Fund

Student council puts student's views regarding issues related to curricular, co-curricular, extracurricular and physical facilities in the meeting. Student council can create positive and healthy atmosphere among students. In this academic year Student council is constituted as per the old norms.

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 orgamization of various activities such as zonal, inter-zonal, intercollegiate sports competitions, seminars, conferences, Youth Festival, Gymkhana Day, Cultural activities and celebration of Birth anniversaries of national leaders. Student Council of the college also actively participates in many NSS activities like Social Awareness Rallies, Environmental Awareness Programmes, Cleanliness Drives, etc. They play vital role in maintaining discipline of the college.

They are also involved in all departmental activities and annual festivals which are organized by students. The college magazine *'Vedavati'* is published annually to provide platform to the students to show their creativity. Articles, photographs, drawings, cartoons, research articles, poems and many other type of literature of students are published in the college magazine named *'Vedavati'* after proper improvisation and editing.

In addition, there is a wall paper exhibition on special occasions such as Independence Day, Republic Day, Birth Anniversary of Padmabhushan Dr. Karmaveer Bhaurao Patil, etc.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 16.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
12	15	15	20	19

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

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

Response:

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. The meetings of the Alumni Association are organized twice in a 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.

Alumni Association contributed financially for the development of the college. They also collected fund whenever the college appeals to them. Sachin Vikram Jadhav extends his help every year by making available Tractor and Trolly on the occasion of Birth Anniversary of Padmabhushan Dr. Karmaveer Bhaurao Patil. Similarly another alumnus, Bharat Harishchandra Karpe, Assistance Station Master in Central Railway, has donated books to Competitive Examination Guidance Centre of the college. Shridhar Dattatray Jadhav gives photographs in consessional rates. Arun Madane has been guiding our students free of cost as a boxing coach since 2012. Priyanka Dattatrya Kadam has been helping our Cultural Department.

They determined to participate in the development and progress of the college by organizing different cultural and social activities. The alumni contribute on various occasions such as birth and death anniversary of Padmbhushan Dr. Karmaveer Bhaurao Patil and national leaders, cultural program and annual prize distribution day. The Alumni has given active support in the organization of NSS Camps, distribution of books and notebooks to needy students, tree plantation and awareness programs etc.

The Alumni guide our students on various skills. Their presence on various occasions helps to strengthen collaboration among the past and present students. The Alumni Association is the strength of our college. Beside this the financial aid given to the college by the alumni is as per the follows:

Name of the alumnus/ alumni association	AADHAR / PAN	Year of graduation	Quantum of contrib	
1) Kisan Vaman Khamkar	630470988376	1996-97	Rs. 10,000/-	
2) Santosh Ramchandra Nalawade	-	1996-97	Rs. 35,000/- (Price of Computer)	
3) Deshmukh Sameer Hindurao	659119743580	2002-03	Rs. 1000/-	
4) Kulkarni Usha Kiran	812645364791	1999-2000	Rs. 1000/-	
5) Mule Dipali Suhas	772730319552	1999-2000	Rs. 2000/-	
6) Jadhav Swadhin Mohan	211746105624	2005-06	Rs. 1000/-	
7) Madane Arun Babanrao	425008497197	2012-13	Rs. 1000/-	
8) Thombare Prakash Nivruti	569510871358	1998-99	Rs. 500/-	
9) Chavan Indrajit Vishawas	516472979597	2015-16	Rs. 2000/-	
10) Dhongade Sudhir Ramchandra	836938467767	2008-09	Rs. 1000/-	
11) Jadhav Sushrut Kundalik	536517303727	1998-99	Rs. 1500/-	
12) Jadhav Shridhar Dattatray	-	2006-07	Rs. 1000/-	
13) Deshmukh Kiran Dinkar	-	2000-01	Rs. 1000/-	
14) Gaikwad Neeta Krushna	-	1999-2000	Rs. 3773.50/-	
15) Kadam Ramesh Sopan	-	1999-2000	Rs. 2000/-	

File Description	Document
Upload any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)
E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

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 21st century. 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	Document
Paste link for additional information	[View Document](#)

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

Response:

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	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

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 after the reaccreditation in 2012 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 parent institute 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 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 participate in "jalyukt Shivar Yojana And 'Water Cup activities
- 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.

Research climate development for faculty-

Institution encourages the faculty to undertake Minor and Major Research Projects. The Principal motivates faculty to organize National and State level seminars and conferences and to participate and present their research work in academic forum. The Principal guides Librarian to enrich the library.

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 and present their research paper. The Principal and IQAC cell motivate faculty to attend refresher and orientation courses. Principal motivates the faculty to undertake minor and major research projects. Faculty has given the response and 10 Minor research projects are completed in last five years. Faculty is encouraged to present their research papers in referred journals. Management and Principal encourage the administrative staff to attend skill up-gradation programmes in other colleges and university. Institution arranges lectures of eminent academicians for faculty and gives opportunity to do the interaction with them. The college purchases new books, research journals, periodicals, newspapers and e-resources for college library and thus creates learning environment.

The institute has successfully implemented a strategic plan. During the last five years **06** National, **02** State level seminars and **One** Day Workshop are organized. **10** minor research projects are completed by the faculty members. The faculty members attended and completed **18** orientation, refresher courses and faculty development programmes during the last five years. In the last five years **29** research papers in UGC referred journals and **89** research papers in proceedings are published. Besides this, **19** books are published.

File Description	Document
Paste link for additional information	View Document

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.

Response:

The Institute is governed by Rayat Shikshan Sanstha, Satara. The 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 a separate audit-section which monitors the internal audit of institute. Academic and Administrative Audit (AAA) performs academic and administrative audit of the institutes.

The Principal is the head of the institute and bears the ultimate responsibility for the smooth functioning. 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 and implements all activities effectively. 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 encourages the faculty members to undertake minor research projects and participate in workshops, seminars, conferences and training programmes.

IQAC designs plan to execute quality enhancement measures. The faculty members 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. They organize and also participate in the workshops, seminars and conferences to update themselves. 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.
- Retirement age of class D is 60 years and for clerical staff it is 58 years.

Procedures for Recruitment:

The Rayat Shikshan Sanstha shoulders the entire responsibility of the recruitment procedure. The college communicates 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 the vacant posts. Recruitment process is executed as per the rules and regulations of UGC and Government.

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. 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). The administrative staff of the college is promoted on the basis of seniority and reservation norms of Government of Maharashtra.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

    1. Administration
    2. Finance and Accounts
    3. Student Admission and Support
    4. Examination

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

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	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 61.05

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
19	11	6	9	13

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	3	4

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 14.74

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	3	7	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The college follows the "*Performance Based Appraisal System*" (PBAS) prescribed by UGC. 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 and Learning
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.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Accounts are audited regularly with three tier audit system as mentioned below:

- Internal Audit by the audit department of parent institution is done after every six months.
- The second phase audit is done by the external and competent chartered accountants firm namely M/S. Kirtane & Pandit Association, Pune.
- Annual salary and non-salary audit is conducted by Joint Director verified and approved by Senior Auditor of Higher Education, Kolhapur and finally by Accountant General (A.G.),Government of Maharashtra, Mumbai
- Last Audit was conducted for the financial year ended on 31 March 2019.

Mechanism for settling audit objection:

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

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

Annual salary and non-salary audit is done by Accountant General (A.G.), Government of Maharashtra, Mumbai. Accountant General (A.G.) submits their audit report to the college and their compliance report is also completed by the college. However no major audit objections are noted by Auditing Agencies. The compliance of minor queries is fulfilled.

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

Response: 4851615

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

2018-19	2017-18	2016-17	2015-16	2014-15
1069572	738450	2748902	189063	105628

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Annual statements of accounts	[View Document](#)

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

Response:

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. The college receives grants from UGC for overall development. UGC grants are utilized as per UGC guidelines. 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 IQAC of the college encourages faculties to apply and undertake minor research projects from University Grants Commission and University. College can procure books, equipment and instruments through research projects funded by UGC. 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. The library organizes book exhibition and *vachanprerana divas*.

Mobilization of funds is as follows:

Funds mobilized from Govt. Agencies –

Sr. No.	Name of the Agency	Name of the Scheme	Amount Sanctioned		Amc
1		Women's Hostel	60, 00,000/-		54,0
2		Merge Scheme	27,25,600		27,2
3		Additional Assistance	17,55,000		17,5
4		General Development Grant	13,00000		5,40
5		Construction of Library Building	9,00,000/-		9,00
6	UGC XI Plan	Career Oriented Courses	21,00,000/-		19,6
7		Seminars/ Workshop/ Conferences	4,38,000		3,28
8	UGC XII Plan	General Development Grant	17,55837/-		175
9		IQAC	3,00,000/-		3,00

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

Response:

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 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 and workshops. The six departments of the college organized National and State level seminars. The IQAC encourages the faculty to publish the research papers in national and international UGC referred and peer reviewed journals. As the outcome of the policy the faculty published 29 national and international research papers in UGC referred journals. Beside this the faculty published 89 research papers in state, national and international proceedings of seminars, conferences and workshops. To participate in the seminars and workshops the college provides duty leave to the faculty. The T.A. and registration fee are also given to the faculty to participate in the seminars, conferences and workshops. The IQAC also encourages the faculty to write and publish their own books. Seven faculty members have published 19 books on various issues related to their subject and language. Besides this, four faculties contributed as co-others for writing the chapters in books which are published by Distance Education, Shivaji University, Kolhapur. The IQAC also encourage the faculty to undertake Minor and Major Research Projects. As a result 10 faculty members have undertaken the Minor Research Projects sponsored by UGC. The institute gives free access to the faculty to complete their Minor Research projects in college library. Beside this the college sends the faculty on deputation to complete their research work in M. Phil. and Ph. D. To create the research climate among the students as per the norms of university project works of students has been taken in the college. The IQAC insist on the research angle. 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 and in last five years AQAR the resolution has been passed regarding to the short term courses. From the academic year 2011-12 the short term courses are conducted in the college. 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.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

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 teaching. The faculty maintains academic dairy consisting the lecture notes and teaching methodology of every lecture which is signed by HOD of concerned department. The lecture notes of HODs are signed by the Principal of the college. The faculty conducts tests in the classroom. It is checked and returned to the students with some suggestions. 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. 2 digital classrooms, 14 LCD projectors and English language lab are made available for effective teaching learning process. All the classrooms and departments are provided computer with internet connections. The faculty prepares PPT on prescribed curriculum. Faculty makes use of YouTube for screening of the films and plays based on curriculum. Our parent Institute maintains online PPT bank which is useful to the faculty and students.

The college evaluates the teaching learning process by conducting preliminary examination at the end of each semester for that examination committee is formed which works under IQAC. The faculty sets the question papers as per the pattern of university and examinations are conducted as per the rules and regulations of university. The schedule of the examinations is declared in advance. The faculty assesses the answer books and communicated to the student. The answer books are shown to the students in classroom

personally and suggestions are given to avoid the mistakes. It helps the students to perform better in the final examination. The examination committee conveys this information to the HODs. Each Faculty conducts tests and assigns home assignments. The test answer books are assessed by the faculty and returned to students. It also helps to perform in the final examination. Besides this 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.

Learning out comes:

1) Due to the above practice, the college results are better than the university results.

2) Some of the students are placed in Government and private sectors whereas, majority of the students are self-employed.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

- **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:**

    Legal Literacy Campaign, Health Awareness Campaign and Counselling Programmes were organised by the institute through the different committees:

Speech of Adv. Mrs. Ashwini T. Bhosale Vaduj Tal. Khatav, Dist. Satara was organised under legal literacy campaign by using audio visual aids. A speech on 'Women and Health' was delivered by Dr. Priyanka Pawar, Pusegaon, Tal. Khatav Dist.Satara. Nutrition awareness program for rural women in Katgun (adoptedVillage) was organised by NSS.

The college in collaboration with NGOs organizes various programs on gender sensitivity to create awareness among students. The college in collaboration with Shri Sevagiri Devasthan Trust organized program of Dr. Rani Abhay Bang, a famous social activist on 'Sex Education, Health and Hygiene' on 17th Nov. 2017 for college students.

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

2. 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,

3. **Day Care Center for young children:**

This facility is available in the campus.

E. Any other relevant information:

Karate and Yoga classes are conducted in the college. Karate training is especially started for girls considering importance of their safety and security.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

- **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. Ambadas Kadam 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, Rayat Shikshan Sanstha, 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	Document
Any other relevant information	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**

4.Ban on use of Plastic
5.landscaping with trees and plants

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: A. Any 4 or all of the above

File Description	Document
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **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**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document]

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 500 words).

Response:

The college makes efforts in providing an inclusive environment through its various activities which are organized throughout the academic year. People having different culture, cults, regional, linguistic, communal socioeconomic and other diversities live together harmoniously in India. India is known for communal harmony. Communal harmony is the hallmark of democracy in a country governed by the rule of law. However, in the present time, various incidents are affecting the communal harmony in different parts of the country. Communalism is the most serious threat to our democracy. The number of communal incidents is increasing day by day, which is not a good sign for our democracy. Hence it is essential to provide inclusive environment to students. For that sake, the college organizes various activities to provide inclusive environment.

Birth Anniversary of Rajrashi Shahu Maharaj is celebrated on 26th June to give the message of National Integrity. Birth Anniversary of Krantisinh Nana Patil is celebrated on 9th August to show his love for national freedom. Independent Day on 15th August and Republic Day on 26th January are celebrated in the college. These two National Festivals are celebrated to show communal harmony among all Indians. For linguistic harmony, Hindi Divas on 14th September and 'Marathi Rashtra Bhasha Divas' on 27th February are celebrated in the college to respect different language spoken in different part of India. Birth Anniversary of Padmabhushan Dr. Karmaveer Bhaurao Patil, founder of 'Rayat Shikshan Sanstha, Satara,' is celebrated on 22nd September to give the message of education through self-help and socioeconomic equality. The college celebrates 'Birth Anniversary of Mahatma Gandhi' on 2nd October

every year to inculcate thoughts of Mahatma Gandhi among the students. He believed in, truth, tolerance, nonviolence and acceptance of all religions within the Indian national framework. He strongly opposed violence. Birth Anniversary of Sardar Vallabhabhai Patel is celebrated on 31st October as 'National Integrity Day'. Dr. Babasaheb Ambedar's School Admission Day is celebrated as right to education to all on 7th November. Birth Anniversary of Savitribai Phule is celebrated on 3rd January as 'Women Empowerment Day.' 'Traditional Day' is organized to make students aware about different cultures, values and traditions in our society. Birth Anniversary of Swami Vivekanand is celebrated on 12th January as National Youth Day to inculcate brotherhood among the students. Birth Anniversary of Dr. Babasaheb Ambedkar is celebrated on 14th April to give the message of communal and socioeconomic equality among all the citizens of India.

Cultural activities are organized to imbibe cultural and traditional diversity among the students. Sports Tournaments are organized for national integrity.

Thus college tries to inculcate an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities among the students through above activities.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college always organizes various activities for inculcating values, rights, duties and responsibilities of citizen of India such as abiding by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem; following the noble ideals which inspired our national struggle for freedom; promoting harmony and the spirit of common brotherhood amongst all the people of India; transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women; preserving the rich heritage of culture; protecting the natural environment including forests, lakes, rivers, and wildlife; developing the scientific temper, humanism and the spirit of inquiry and reform; safeguarding public property and to abjure violence; providing opportunities for education to children between the age of six to fourteen years as reflected in the Constitution of India. The Constitution of India also provides right to Equality, Liberty, Justice, Freedom of Religion, Education and Culture, privacy and right against Exploitation. As per the constitution of India, the citizens has to follow the responsibilities like integrity, brotherhood, peace, keeping law and order in society, protecting and respecting the values of democracy, impartial voting, etc.

The college celebrates Constitutional Day on 26th November every year and reading of Preamble of Constitution through which the college tries to inculcate responsibilities of Indian citizens among students and employees. National Voters Day is celebrated on 25th January. Besides this the college organizes Voters Awareness Rally on 25th January regarding the value of their votes and impartial voting. The college creates awareness among students and society regarding their registration as voters. The college also provides facility for voters' registration. The college organized workshop on 'Democracy, Election and Good Governance' to protect and respect the values of democracy. Independent Day on 15th August and Republic Day on 26th January are celebrated to inculcate the respect for the National Flag and the National Anthem. Birth Anniversary of Mahatma Gandhi is celebrated on 2nd October to inculcate the

principles like truth, non-violence and brotherhood among students and employees. To inculcate the thoughts of Mahatma Gandhi among students, the college in collaboration with Gandhi Foundation, Jalgaon organize examination on Gandhi Thought since 2015. The college celebrates 'Shaheed Divas' (Martyrs Day) on 30th January and 23rd March to pay homage to the victims who fought for freedom, glory, welfare and progress of India.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)
Link for any other relevant information	[View Document](#)

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.

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

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution organizes national and international commemorative days and festivals. Affiliated university and our parent institution publish and circulate the list of national and international commemorative days, events and festivals. State and Central Government also issue the circular regarding celebration of national festivals like Independence Day, Republic Day, Constitution Day, International Women's Day, etc. These festivals are celebrated to inculcate significance of the national importance among the students. Independence Day on 15th August and Republic day on 26th January are the national festivals of our country and the institution celebrates it with great enthusiasm which inculcates patriotism among the students and citizens. Constitution Day is celebrated on 26th November to inculcate the

importance of National Integrity and importance of constitution. On this occasion, the head of the institution, faculty and students commonly read out the preamble of Indian Constitution. The college celebrates birth anniversary of Mahatma Gandhi on 2nd October as International Day of Non-violence. Birth anniversary of Dr. A. P. J. Abdul Kalam is celebrated as Vachan Prerana Divas (Reading Day) to inculcate reading habit among the students. Birth Anniversary of Rajarshi Shahu Maharaj is celebrated on 26th June as Social Justice Day. Birth anniversary of Pandit Jawaharlal Nehru is celebrated on 14th November as Children Day. International Labour Day is celebrated on 1st May. 5th September is celebrated as Teachers Day on Birth Anniversary of Dr. Sarvepalli Radhakrishnan. The institute also commemorates the birth and death anniversaries of social reformers like Mahatma Jyotiba Phule, Savitribai Phule, Dr. Babasaheb Ambedkar, Maharshi Vitthal Ramji Shinde, etc.

Our parent institution, Rayat Shikshan Sanstha was founded by Padmabhushan Dr. Karmaveer Bhaurao Patil on 4th October, 1919 at Kale, Dist. Satara. Our institution celebrates birth anniversary of Padmabhushan Dr. Karmaveer Bhaurao Patil on 22nd September every year. A huge procession is carried out in memory of his unparallel work in the field of education and social reform. The college also organizes various competitions and lecture of eminent personalities on this occasion. Besides this death anniversary of Padmabhushan Dr. Karmaveer Bhaurao Patil is celebrated on 9th May by our parent institution. All the Principals and faculty members attend this at Satara. The death anniversary of Laxmibai, wife of Karmaveer Bhaurao Patil is celebrated on 30th March to pay tribute for her devotion, sacrifice and support to the work of Karmaveer Bhaurao Patil.

To inculcate the principles and philosophy of the great Indian thinkers, social reformers and national heroes, the Institute pays tribute to them and recalls their contribution on their birth and death anniversaries. The institute organizes lectures of eminent personalities on such occasions to make the students aware about their thoughts and contribution for social and national development. The Institute plans and celebrates various activities such as mehendi, essay, elocution, rangoli, cookery competition, and display of wall papers. Along with these, the institute the birth anniversaries of Chhatrapati Shivaji Maharaj, Lokamanya Tilak, Swami Vivekanand, Annabhau Sathe, Sadguru Gadage Maharaj, etc. Institution also conducts extension activities such as cleanliness drive, rallies and lectures.

7.2 Best Practices

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

Response:

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, Rayat Shikshan Sanstha, 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 Rayat Shikshan Sanstha, 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 Rayat Shikshan Sanstha, 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: Rayat Shikshan Sanstha's Internal Audit twice in a year and Government Annual Audit. It is very difficult to balance audit statement of both audits and to overcome lacunas. It is also challenging task to present annual budget of the institution including salary, non-salary, fees, and grants collected and expected expenditure of the institution. The institution needs human resources with proper training in financial transaction and office administration.

1. **The Practice:**

Arts and Commerce College, Pusegaon, Taluka Khatav, District Satara is a Government aided senior college having Arts and Commerce Faculties. This college belongs to Rayat Shikshan Sanstha, so it follows all the guidelines of Rayat Shikshan Sanstha 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. Rayat Shikshan Sanstha 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 Rayat Shikshan Sanstha, 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 Rayat Shikshan Sanstha Satara. 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 Rayat Shikshan Sanstha, Satara.

Annual financial transactions and budget are done according to guidelines of the audit department of Rayat Shikshan Sanstha, 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 Rayat Shikshan Sanstha'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.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The institute takes continuous efforts to reflect its vision, priority and thrust through various activities. The vision of our institute is to impart higher education to socially and economically deprived class living in hilly, rural and drought prone area of Satara district. There was no facility of higher education in this area before the establishment of our institute. This opportunity is made available by Rayat Shikshan Sanstha, Satara. Our aim is to provide higher education to all classes of society, especially to the downtrodden, economically and socially backward classes of society to make them self-confident and self-reliant. We strive to give quality education and provide better facilities to the students who come from remote villages of drought prone area. To fulfill the social needs, the college provides UG (Arts and Commerce) and PG (Hindi) programmes in different disciplines.

"Education through Self-help" is the Motto of our parent Institute. To supplement the academic programs, the college has introduced career oriented courses such as Balwadi Sevika Trainning Course, Translation and Communicative Proficiency and Tally Package, as well as some of the short term certificate courses like Modi Script. Library Training Certificate Course (LTC), Making Paper Bags, Candles and Cookery, Fashion Designing and Tailoring, Beauty and Wellness, Yoga, Karate, Foundation Course in Spoken English, Anchoring. Co-curricular and extra-curricular activities are planned with intent to improve the overall personality of the students and make them globally competent. The institute also imparts value-based education, embodying socio-cultural, commercial and physical training in order to achieve all- round development of the students' personality. To cope with competition, Competitive Examination Guidance Centre is functional in the institute. ICT based Modern teaching aids are adopted by the entire faculty to make the teaching learning process more effective and easy. While imparting education, the college makes no distinction of gender, region, religion, caste, creed or class because we believe in the principles of liberty, equality and fraternity which foster human democratic values.

All the college activities are student centric. Distinctiveness of the college is the introduction of short term courses. Along with the B.A. / B. Com. and M. A. Degree, the students acquire various professional skills like professional ethics, job opportunities and self-business. All students are engaged in various courses which are run by college. The college runs 11 short term courses. These programmes strengthen the knowledge, communication skills, creative and productive abilities, job opportunities. These courses also help the students for their overall development. 21st century is an era of Computer & technology. Soft Skills are most essential factors for students to cope up with global competition. These skills can be acquired through short-term courses. This has created an opportunity for the students from

rural background to learn new skills.

The college gives the opportunity to the graduate students to take the higher education in master's degree like M.A., M.B.A., M.S.W. M. Com. and also professional degree like law, journalism and so on. After completing graduation in our college the students are placed in various jobs in corporate, government and private sectors. We feel proud that we are successful to bring our vision and mission into reality.

Below are given the number of certificate and short term courses along with the beneficiaries.

	Course Name	Number of Beneficiaries			
		2014-15	2015-16	2016-17	2017-18
1	Balwadi Sevika Training Certificate Course	41	27	26	36
2	Translation & Communicative Proficiency Certificate Course	65	62	62	72
3	Tally Package Certificate Course.	34	33	39	43
4	Library Science Training Certificate Course	29	--	--	---
5	Foundation Course in MPSC	---	77	77	63
6	Banking	---	---	62	33
7	Modi Script Course.	--	--	26	15
8	Cookery	---	---	12	---
9	Spoken English	---	---	--	23
10	Anchoring	---	---	20	19
11	Certificate Course in Yoga	---	---	---	37
12	Fashion Designing and Tailoring	---	---	---	---
13	Beauty and Wellness	---	---	---	---
14	Certificate Course in Karate	---	---	---	70
15	Making Candle and Paper Bags	--	---	--	30
16	TATA Consultancy Services Training Programme (Campus To Corporate Training Programme)	--	--	37	22

5. CONCLUSION

Additional Information :

Arts and Commerce College is affiliated to Shivaji University since its establishment in 1994 whereas it is recognized with 2(f) and 12(b) status in 2007. Now the college has completed the glorious twenty five years. In a rapidly changing world the college is ready to face the future challenges in higher education. Since the reaccreditation, IQAC has focused on recommendation and reached closer to its completion. ICT based teaching aids are made available. The college has consistently been striving to encourage the faculty and students to upgrade the new technological knowledge. The College is taking every effort to sustain the standard of teaching-learning, research, curricular and co-curricular activities. Within the available resources and circumstance, each and every stakeholder is very serious about the learning objectives and the programme outcomes of the students. The college has introduced short term and value added courses to enhance employability of students. Some of our students have started their own businesses and few of them have become entrepreneurs who provide employment to others. This college is very much sensitive towards social structure in and around it and always extends their helping hand to deprived groups of society.

Concluding Remarks :

Arts and Commerce College, Pusegaon, Dist. Satara, run by Rayat Shikshan Sanstha, Satara is situated in drought prone area of Satara district, Maharashtra. As stated in our mission and vision statement we impart education to socially and economically under privileged and deprived masses.

The NAAC has reaccredited the institution with 'B' grade, CGPA 2.29 on 15th September 2012. The college was awarded "Karmaveer Paritoshik" (Best College State Level Award) in 2014-15 by the parent Institute for its best performance.

The short term and job oriented courses help the students for improving their skills, linguistic abilities and employability. This college has created adequate infrastructure for teaching learning process with ICT enabled classrooms, well equipped language lab and fully automated spacious library and friendly administrative setup.

The result of the college is consistently more than University results. Some of our students have achieved Shahu Merit Scholarship, Barr. P.G. Patil, (former V.C., Shivaji University, Kolhapur) merit scholarship. 15 students of our MPSC guidance centre were selected on various posts in last five years. Beside this 72 students were placed in government, private and cooperative sectors in last five years. Similarly our students have achieved success in sports and cultural activities.