



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**NIGHT COLLEGE OF ARTS AND COMMERCE**

**BINDU CHOWK, KOLHAPUR**

**416002**

**[www.nightcollegekolhapur.in](http://www.nightcollegekolhapur.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**June 2022**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Among the illustrious educational institutions of Maharashtra, the Council of Education is one of the leading and ideal institution from Kolhapur city. Knowing the educational need and comprehensive educational perspective, the founder of Council of Education, Late Dr. Deshbhakt Ratnappa Kumbhar, the freedom fighter and a member of Indian Constitution Committee founded this college, Night College of Arts and Commerce is established for the deprived, the working class, the under privileged class students, who were unable to secure admission in a regular college to pursue higher education. The College was established in 1971. It is affiliated to Shivaji University, Kolhapur. The college is recognized UGC under section 2(f) and 12 (B) of the UGC Act 1956. The college celebrated its golden jubilee in 2021-2022.

The college facilitates higher education for the poor and promising students. Since the inception of this college, it has been a socially responsible institution for providing quality education and opportunities to the students in terms of academic, sports, social and cultural activities. The basketball team of the college has created a record by winning the university championship for consequently 15 years.

Initially, the college started with 38 students and in due course of time, the strength of students increased gradually. The students, who cannot pursue higher education due to their employment, self-employment was offered an opportunity to continue their education in Night College of Arts and Commerce. Though our college is Night College, girl students also seek admission and fulfil their educational urge. Some married women who have left education due to their domestic duties and responsibilities join this college. The college commences at the evening so that the students can attend the college regularly.

### **Vision**

**Education for the deprived ones**

### **Mission**

Affording an opportunity for pursuit of higher education to the deprived and depressed but determined to find a place in the sun.

### **Objective and Goals**

1. To bring the dropped-out students into the main stream of education, by giving admissions to below average students who are not getting admissions in regular colleges.
2. To provide educational facilities to students deprived of higher education due to their employment or self-employment, and desirous of taking higher education.
3. To provide educational facilities to women who are unable to pursue higher education because of their domestic duties and responsibilities.

4. To create awareness in society about “Earn and Learn” system.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

1. Provides Higher Education to deprived and working class of the society
2. Democratic, quality seeking and visionary management
3. The building of the college is centrally located in Kolhapur City.
4. Only one Night college in the Kolhapur city jurisdiction offering UG and PG programme
5. College has well equipped and sufficient number of ICT enabled classrooms , seminar hall ,hostel facility, Playground, gymkhana, NSS, computer lab, and toilet blocks
6. Library with more than 30 thousand books, journals, periodicals and reference books, reading room and e-library facility. The library is partially automized with OPAC, N-list, Inflibnet etc.
7. Sports infrastructure with indoor and outdoor sports facilities having Gym, Volleyball Ground, Basketball Ground, Cricket pitch with box net etc.
8. The college has complete audit system for financial, academic, administrative, environment, green, energy etc. College participates in NIRF, AISHE and AAA.
9. College has highly qualified, dedicated, studious and research minded faculty engaged in academic and research. The faculty produced 45 research papers in reputed journals and 04 book and book chapters during last five years. Six Teachers are Ph.D. holders and three are Ph. D. Guides .
10. Registered Alumni Association

### **Institutional Weakness**

- 1 Dependency on the temporary faculty due to government limitations on new recruitment.
2. The increase in student strength, new divisions and new programs are not aided by the state government.
3. From 2016-17 the UGC has stopped sanctioning and funding new research projects and development funding which resulted into slowing down of research and development in college.
4. College is affiliated college so we cannot enjoy sufficient freedom in design of curricula and restructuring of evaluation at par with the global standards

### **Institutional Opportunity**

- 1.To commence PG Programmes in more subjects
- 2.To increase MoUs & Collaborations to promote research activities

- 3.To start value added and skill development courses
4. To develop academia-industry collaborations to enhance the employment opportunities for the students
5. The college wishes to start online courses with MOOC, SWAYAM, NPTEL platforms
6. To digitalize academic and administrative processes like admission, fee collection, payment, teaching, learning and evaluation

### **Institutional Challenge**

- 1.Fund mobilization for development is difficult due to government policy.
- 2.To bridge the gap between digitalization of education and students. As majority of the students come from economically background society.
3. Increasing number of students seeking admissions in open universities and distant mode of education through different courses
4. There is a challenge of tapping full potential of alumni in terms of financial, academic and research support.
5. After Corona period students employment opportunities will decline in upcoming years

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college always focus on the effective implementation and delivery of the curriculum. The college adhere to CBCS pattern for all programmes as per the direction of the university.

1. The college is permanently affiliated to Shivaji University, Kolhapur. Abiding with University framed syllabi, College implements it by following the norms and conditions of prescribed curricula.
2. The College primarily offers UG programmes of B A and B.Com and PG degree programs in English and Marathi Languages.
3. The College has successfully introduced and implemented 27 Certificate or Add on courses to cater and to improve professional skills among the students.
4. During the last five years, Three of our faculty members represented successfully as BOS members in Home university and Sanjay Ghodawat deemed University,Kolhapur. They extended their services in curricular development activities .
5. In co-ordination with the IQAC , College implements a systematic academic . policy and planning for the smooth and effective delivery of the curriculum that to be percolated among all types of students.
6. The college follows such mechanisms of the implementation of well planned curriculum through

preparation of academic Calendar, teaching plans, submission of Portion Completion , conducting departmental meetings, preparation of Timetable with workload of each faculty .

7. The faculties motivate students to undertake field projects as a part of prescribed curricula and to participate in Workshops and Seminars, conferences for obtaining the updated knowledge
8. The College does not follow only the implementation of well planned curriculum effectively, but it showcases the integrity with other issues like Human values ,Gender equality and professional ethics.
9. Feedback is collected from all stake-holders on the curriculum annually .Even we collected online feedback form during Pandemic Period of Covid -19 for the year 2020-21 and it is analyzed and discussed in the Departmental meeting and necessary action is taken by the concerned departments and suggestions are given to the concerned stakeholders to improve in their future prospects .

## Teaching-learning and Evaluation

The Teaching Learning Evaluation system of the college is a soul of quality education. The college carefully plans and monitors the Teaching, Learning and Evaluation process through departmental plans, student centric methods ,feedback mechanism , internal and external evaluation.

1. The admission process administers in our college as per the direction of Shivaji university and govt. of Maharashtra. We follows reservation polices very strictly. During last five years more than 90% seats enrolled for reserved category rather than actual earmarked seats for the reserved category.
2. Admission is on first come first served basis for UG and PG classes.
3. The faculty prepares teaching plan at the beginning of the year.
4. College adopts experimental, participative and collaborative learning methods to meet the challenges of global era.
5. Teachers use ICT tools and resources for effective teaching learning process.
6. At the beginning of academic year, the college conducts counselling sessions for newly admitted students.
7. Slow and advanced learners are identified through previous examination results. We take various activities for overall development of these students.
8. Many faculty members hold Ph.D. degree.
9. The college examination committee prepare examination calendar and declare tentative schedule at the beginning of the academic year.
10. Examinations held at college level as a part of internal evaluation and grievances related to examinations are resolved through separate redressal mechanism for both internal and university level exams.
11. CIE is very transparent in resolving the problems of the students.
12. Seminars, projects, tests, group discussion, surprise tests, oral exams etc. were conducted to assess their affirmative and communicative domains.
13. Numerous co-curricular and extra-curricular activities are organized for holistic development of the students
14. The IQAC of the college motivates and supports every department to participate in revised syllabus workshops proposed by the university.
15. Programme outcomes and course outcomes are displayed in the college website, notice board etc. We have mechanism of evaluation of CO and PO .
16. The result analysis is done at the end of every semester at department level. The college shows good Programme outcome and average result is outstanding.

## **Research, Innovations and Extension**

Academic excellence is calculated through the research excellence of the teacher. Our college has strong research base and number of publications discloses the academic strength of the college.

1. College has received 1 lakh 85,000 rupees as minor research grant.
2. Out of 9 faculty 6 faculty are Ph.D holders and 3 faculty members are recognized as research guides. 10 students are pursuing research under them.
3. College has created environment for development of students as a dexterous person by encouraging them to inculcate new skills and innovative ideas. So many innovative programmes are undertaken by the college to develop new skills and emerging trends.
4. College has organized 27 workshops on research methodology, intellectual property rights and entrepreneurship to develop urge for research among the students.
5. Our faculty members have 51 research publications to their credit. These research papers are published in peer, referred, indexed and journals having impact factor under UGC care list.
6. Papers in conference proceedings, book publications, chapters in edited books counts 51 in number that shows keen research interest of the faculty members.
7. College has conducted many extension activities for holistic development of the student. In last five years 62 extension activities are conducted by the college to raise environmental awareness, to develop social responsibility among the students. This inculcated social values among the students.
8. Average students participated in extension activity is above 85%. This shows that our students have great concern about social issues of the society. They want to bare the social responsibility.
9. Under collaborative activity college have rich student-faculty exchange. Our student and faculty were participated in many activities.
10. 24 Memorandum of Understanding is collaborated between college and many other social institutions. It includes many NGO's working for social issues.
11. Under these MOU's various activities were conducted by the college for holistic development of the students.

## **Infrastructure and Learning Resources**

The college has adequate physical and academic infrastructure to enhance effective teaching and learning environment.

1. The college has 19 classrooms amongst which 12 classrooms have ICT enabled and seminar hall .
2. The college has spacious computer lab with broadband internet and wifi facility
3. The library of college provides rare books with INFLIBNET, OPAC and other facilities.
4. Library has collection of more than 30000 books.
5. Book bank facility is available to the students.
6. College acquainted with gymnasium, volleyball, basketball and cricket pitch
7. College library is partially automated through library management system and mobile app for web,OPAC.
8. The college has broadband internet connection of 200 MBPS with WIFI facility
9. College expends the sufficient amount for the maintainance of infrastructure including physical and

academic support facilities

10. For the utilisation of various resources Principal has distributed and delegated the authorities and responsibilities to concern HOD's and various committees..

### **Student Support and Progression**

The college believes in smooth relation between students and faculty for the holistic development of the students, therefore college has well designed and well implemented policy for student support and progression.

1. Many students were benefitted from government scholarship and free-ships. The needy students are supported financially through student-aid fund.
2. College has undertaken many capacity building and skill enhancement initiatives for personality development of the student. Many students were guided by carrier guidance and counselling cell.
3. Grievances redressal cell, anti-ragging committee, internal complaint committee etc. are established to redress the grievances of the students.
4. Many students were enrolled for higher education, got employment and some were self-employed.
5. Some of our students were SET/NET qualified.
6. Our sports and cultural department is very rich in the sense that more than hundreds of our student's won state and national tournaments.
7. Student's participation in anti-ragging committee , internal complaint committee, student council etc. denotes keen interest of the students to represent themselves in various committees and contribute for the betterment of the college
8. College has alumni association registered under Society Registration Act 1860 and has contributed in the development of the college
9. College has arranged gender sensitivity programmes to inculcate values of gender equality among the students.

### **Governance, Leadership and Management**

The college prepares perspective plan for smooth running of the various departments and committees. The review is taken from time to time by the Principal, IQAC, CDC and Management committee.

1. Our college runs with the vision of 'Education for Deprived Ones'. It provides opportunity for all that no one should be deprived from getting higher education.
2. The college receives salary grants from state government.
3. The college has established well designed system of delegation of authority
4. The college has adopted partial MIS system, the entire admission process is carried out offline through office software.
5. SRPD procedure of shivaji university is adopted by the college for question paper. Marks of the student uploaded through SUK online portal.
6. Student and faculty take advantage of library facility with INFIBNET and OPAC.
7. Training programme were organized for professional development
8. The quality of work is ensured through periodic meetings of the departments, academic dairies, PBAS system and confidential reports.
9. Regular meetings of the IQAC have been held to monitor the proper functioning of the college.
10. Feedback is taken and analyzed for further improvement.

## **Institutional Values and Best Practices**

1. Our Institution is very keen in providing safety and security of students and staff. For this CCTV system has been installed.
2. We have internal complaint committee, anti-ragging committee etc. to redress the grievances of the students.
3. For gender sensitization, empowerment of women and to spread gender equality among the students many workshops, guest lectures, competitions etc. have been organized by women cell, beti bachao beti padhao abhiyaan and internal complaint committee.
4. Institution has facilities for alternative sources of energy, sensor-based energy conservation and use of LED bulbs.
5. Institution manages degradable and non-degradable waste by arranging dustbin in premises and installed incinerator in ladies room.
6. College has water conservation facilities like rain harvesting, Borewell or Open well recharge, construction of tanks and bunds.
7. College takes initiative for green campus by restricted automobiles, arranging Cycle day, ban on use of plastic and also undertake green audit, energy audit ,environment audit for such a green campus.
8. To sensitize the students about constitution obligations college arranges various days to spread awareness regarding constitution.
9. College displayed code of conduct on the website
10. As best practices of the college we have organized workshops and seminars to be part of value education and dissemination of life skills many courses are introduced.
11. Distinctiveness of institution reflects through our sports achievements as more than hundred of our students are zonal, state and national winners.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	NIGHT COLLEGE OF ARTS AND COMMERCE
Address	BINDU CHOWK, KOLHAPUR
City	KOLHAPUR
State	Maharashtra
Pin	416002
Website	<a href="http://www.nightcollegekolhapur.in">www.nightcollegekolhapur.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Suresh Jayram Farakate	0231-2640157	9822865509	-	nightcollegekolhapur@gmail.com
IQAC / CIQA coordinator	Abhijeet Ashok Kamble	-	9764484447	-	aakabhi@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1971

**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	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	09-04-2014	<a href="#">View Document</a>
12B of UGC	09-04-2014	<a href="#">View Document</a>

**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
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**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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	BINDU CHOWK, KOLHAPUR	Urban	3550	1159.31

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Ba Marathi	36	HSC	Marathi	24	19
UG	BA,Ba English	36	HSC	English,Marathi	24	4
UG	BA,Ba Economics	36	HSC	Marathi	24	4
UG	BA,Ba History	36	HSC	Marathi	24	5
UG	BA,Ba Sociology	36	HSC	Marathi	24	21
UG	BCom,Bcom Commerce	36	HSC	Marathi	168	151
PG	MA,Ma Marathi	24	BA	Marathi	50	19
PG	MA,Ma English	24	BA	English	50	5

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				14			
Recruited	0	0	0	0	0	0	0	0	8	1	0	9
Yet to Recruit	0				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government			11	
Recruited	9	0	0	9
Yet to Recruit			2	
Sanctioned by the Management/Society or Other Authorized Bodies			0	
Recruited	0	0	0	0
Yet to Recruit			0	

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	0	0	0	1	0	1	0	0	5
M.Phil.	0	0	0	1	0	0	2	0	0	3
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**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	493	0	0	0	493
	Female	190	0	0	0	190
	Others	0	0	0	0	0
PG	Male	32	0	0	0	32
	Female	37	0	0	0	37
	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	49	50	45	81
	Female	13	20	17	24
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	1	0
	Others	0	0	0	0
OBC	Male	40	34	33	57
	Female	16	9	9	37
	Others	0	0	0	0
General	Male	371	418	485	445
	Female	177	154	140	79
	Others	0	0	0	0
Others	Male	21	15	8	31
	Female	4	3	6	5
	Others	0	0	0	0
Total		691	703	744	759

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	Our college has been offering Undergraduate degrees in B.A. and B. Com. At P. G. Level, college is offering M.A. in Marathi and MA in English. College is going to introduce new P.G. Programmes (M A Sociology and M. A. History ) and M.Com. As far as the interdisciplinary teaching-learning is considered, we have Environment Studies, Public administration, social moments, Gender equality at B.A. II level. We are going to offer more than 25 skill-oriented courses as per the choice of the students irrespective of their programs
2. Academic bank of credits (ABC):	Academic Bank of Credits (ABC) is a novel concept included in NEP-2020. Under this, students will be



	able to open Academic Bank Accounts where they can store the credits they earn in digital form. Once directions from the Shivaji University, Kolhapur and Department of Higher Education, Govt. of Maharashtra will receive the students will be informed to register. Standard Operating Procedures (SOP) will be provided for students
3. Skill development:	In addition to classroom learning, the college encourages students to enroll for various skill-oriented courses. The college is going to introduce more than 15 courses like Fashion designing, Beauty Parlor, MS-CIT.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	National Education Policy-2020 emphasizes on integration of Indian Knowledge system with modern learning. College will draft policy regarding to curriculum delivery mechanism in Indian language. We introduced MODI LIPI COURSE for our student. Modi is an ancient script in Maharashtra since 12th century
5. Focus on Outcome based education (OBE):	Outcome Based Education (OBE) is student-centric teaching and learning methodology of an educational Programme based on a set of goals or outcomes. NEP reiterates that teaching should focus on measuring students' performance through outcomes. The OBE intends to map and measure students' performance at every step. Our college has drafted policy to calculate attainment levels of every program. All the COs and POs are mapped on the basis of internal and external performance of the students.
6. Distance education/online education:	Since COVID-19 emergence, HEIs in the country have increasingly involved in using the digital platforms for engaging classes, conducting conferences and meetings. Now a days online education has broken the geographical barriers in creating interaction among experts and students from distant geographies. Faculties in the college will encouraged to develop their own e-content and also motivate to offer their own MOOCs courses, which promotes the digital system of learning. Many of our teachers have their own You Tube channel for online teaching

# Extended Profile

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## 1 Program

### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
171	171	171	171	171
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

### 1.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
08	08	08	08	08

## 2 Students

### 2.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
691	703	744	759	710
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
172	177	186	189	177

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
204	202	159	123	150

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
09	09	11	10	10

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 20**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
4.37	4.82	5.61	4.46	4.59

**4.3**

**Number of Computers**

**Response: 49**

NAAC

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

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

###### Response:

The Night College of Arts and Commerce is one of the Colleges with permanent affiliation to Shivaji University, Kolhapur and it follows the curriculum prescribed by the Home University ( Shivaji University , Kolhapur) for legitimizing its academic process.

###### Academic Policy :

- As Curricular aspects are the mainstay of any educational institution that engages with curricular aspects by implementing effective curriculum through a well planned and documented process , students centric . The college ensures students for their overall development and wholesome progression.
- Though affiliating colleges does not have significant role in curriculum design and development our college operationalizes the curriculum through the guidance that given is by the Principal in the meeting along with the IQAC members . The curriculum carried out through out year.
- The preparation of departmental academic calendar which then merges into the consolidated academic calendar of the colleges including the conduct of CIE , the preparation of consolidated time table with the help of departmental workload furnished by Head of Departments, preparation of semester wise teaching plan and portion completion report by individual teachers and maintaining the academic diary (2015,2016,2017) are the strong curriculum delivery system through which faculty ensures a well planned and documented process. All these activities take place in the very beginning of academic year by the guidance of Head of the Institution.
- To achieve the wholesome progression of the students and to cater the effective delivery of the curriculum , teachers use innovative and You Tube videos teaching method,maps ,charts and geographical instruments as per the necessity of the modules.
- Each teacher holds different class tests and oral tests at graduate level and post graduate teachers make mandatory them to write up the home assignments ,oral tests and conduct the seminars on portion related topics . Besides, every department teachers attempt to see improvement in slow learners by adopting such mechanism of monitoring and individual counselling.
- To provide the upgraded knowledge to students , the college organizes lead college workshops ,national and state level seminars and conferences and encourages to participate in other college activities. PG department organizes guest lectures of eminent faculty and academicians to extend updated knowledge related of their syllabus modules.
- The college library provides book bank facility not for the poor and needy but also desirous students . Reference books also provide on their demand.
- To check the process of revision and redesign of curricula college collects the offline feedback form from stakeholders and analyze it by the concerned committee and the report of analysis is discussed with IQAC member and the Principal. Then constructive suggestion is made by the

executive members to bring positive result and to enhance the learning effectiveness.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

#### Response:

At the beginning of every academic year, each department prepare academic calendar pertaining tentative activities such as co-curricular and extra-curricular activities including the conduct of college Internal Examination (CIE).The IQAC guides the departments to prepare their academic calendars considering curricular, cocurricular, extracurricular, counselling and evaluation. After taking the review in IQAC meeting, departmental calendars are compiled to prepare the calendar of the college.

The IQAC constitutes different academic committees for monitoring and evaluation of the academic progress. The periodic review is taken at different levels viz. Department, Faculty, CDC and IQAC. The IQAC and CDC under the guidance of principal continuously monitor the implementation of the academic calendar at departmental as well as institute level. Admission procedure and Principal's address, formation and working of academic committees, sports and cultural activities, alumni meet, remedial program, study tours, field visits, competitions, convocation program, evaluation programs and procedures are the silent features of the academic calendar. Then academic calendar committee constitutes the consolidated academic calendar of the college.

Each department is advised to plan for industrial visits and study tour as per calendar. The continuous internal evaluation is the guarantee of quality enhancement. The departments and faculty is given full freedom to select the mode and time of internal evaluation. They may choose test, assignment, seminar, viva or project to evaluate the student's performance . The Examination committee plays major role in conducting the CIE system to implement the effective curriculum delivery. College doesn't remain only as a teaching unit; it achieves goals of curriculum development through implementing the effective examination procedures.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the 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**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## **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:** 08

<b>File Description</b>	<b>Document</b>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

**Response:** 27

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	06	02	01	05

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 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: 35.55

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
701	141	41	27	335

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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:

- Holistic development of students is the main purpose of curriculum and there is expectation of having provision for added courses and activities which may not be directly linked with ones discipline of studies but focus should be on to the sensitizing students to cross cutting issues relevant to the current concerns. Keeping in view this expectation, parent University has integrated cross-cutting issues such as environmental awareness, gender equality and sensitization, human



values and professional ethics.

- There are certain modules included in the courses of Arts and Humanities that contain the issues such as in the literature (Poetry, short stories, Plays and novels), topics in social sciences, Commerce and management studies and environmental sciences. The college follows the other-issues such as inclusion of value added courses in the curriculum like Human values and life skills.
- In the syllabi of social science departments, the key concepts like Democracy, Constitution, Human Rights, Event Management are introduced for respective classes that to be completed within stipulated period. It is made mandatory for each student of the respective classes. So the institution has conducted the respective mandatory examination to complete add on programs, during the last five years. More than the conducting examination ,faculty attempted to instill business ethics and professional values in students by conducting workshops and seminars.
- To develop spirit about healthy competition among the students, the institution arranged many competitions from time to time like Rangoli, Poster presentation, wall papers competition by each department on the different occasions
- A special paper of environmental Studies is introduced at undergraduate classes of B.A. & B.com to develop environmental awareness among the students through theory and field work project. All key issues of Environmental awareness are studied and researched by the students through their project like water contamination,air pollution, Global warming etc. Environmental awareness is also created by NSS unit of the college by arranging special events on water conservation ,cleanliness drive at the time of flood situations . Study visits are arranged by some departments for bringing awareness about the conservation of Nature and folk lives.
- To ensure safe and secured environment in the college premise, discipline committee and the internal complaint committee (then Sexual Harassment Prevention Committees) of the College organizes lectures, workshops, counselling sessions on the topic of “Beti Bachao Beti Padhao” .
- To bring the awareness among students about cross cutting issues, college students participate in occasional events like adult suffrage rally , Constitution Day celebration, Save Girl Campaign. The college also conducts Green audit.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 18.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
32	32	32	32	32

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 51.81

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

Response: 358

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

## 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**

**Response:** A. All of the above

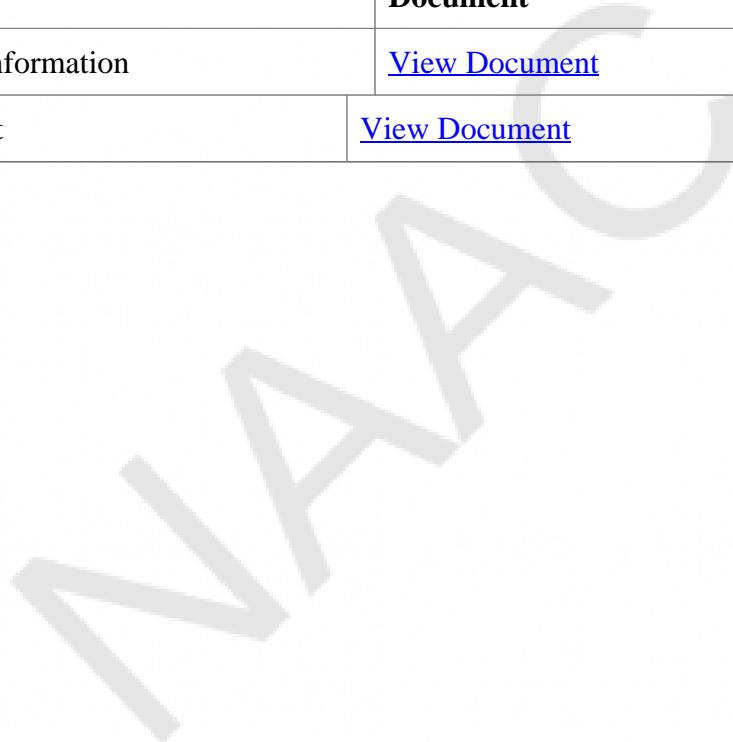
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**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**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 78.41

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

2020-21	2019-20	2018-19	2017-18	2016-17
691	703	744	759	710

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

2020-21	2019-20	2018-19	2017-18	2016-17
920	920	920	920	920

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 70.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
126	107	105	157	143

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[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:

To obtain excellence, the main objective of any educational institute is to identify respective learning levels of the students. The students from the different economical, socio-cultural, educational background are admitted in the college. Therefore, taking into consideration the different needs of the students it becomes necessary to identify slow learners and advanced learners at the entry level. At the beginning of every academic year, the college conducts counseling sessions for newly admitted students. In these beginning sessions the Principal of the College and the faculty members make students aware of their goals and objectives, the code of conduct, examination and evaluation system and the facilities available in the College. YouTube, Google blog , Google classroom , video lectures etc. are made available for the students because these online techniques help them to understand and remember effectively.. Slow and advanced learners are identified through previous examination marks.

#### Slow Learners

Students with less than 45% marks in the previous examination are treated as Slow Learners. For Slow Learners the College provides –

Extra Lectures

Remedial Coaching

Question Paper Solving

Special Guidance

Personal Counseling

Home Assignments

Question Bank

Book Bank Facility

Unit Tests

Speak with Confidence Activity

Extra and Co-Curricular activities, functions

special lectures by Resource Persons etc

After providing special guidance to the slow learners, they have improved their grades/scores in the University examinations.

### **Advanced learners**

Students with more than 75 % marks in the previous examination are treated as Advanced Learners.

Advanced Learners are encouraged to participate in-

Elocution

Youth Festival

Radio programs

Wallpaper writing

Writing in college Magazine (Nandadeep),

An article writing,

Essay Writing Competition

Quiz Competition

Creative writing competition

Competitive Examination Guidance

Research Projects

Seminar / /Workshops & Presentation of Paper.

Special Lectures by Resource persons

Extra and Co-Curricular activities, General functions, Events

Cultural programs, Personality Development Programs etc.

Skill Development Courses / Programs

Some others facilities are being provided for advanced learners at Department level.

These efforts have resulted in students' personality development and performance at the University level by getting ranks and meritorious scholarships.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

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

**Response:** 77:1

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

## 2.3 Teaching- Learning Process

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

**Response:**

College actively organises various programs to develop learning environment to achieve the holistic development of student. Various methods of experiential and participatory learning as well as problem-solving methodologies are implemented to make sure that students are dynamic participants than passive recipients in the teaching-learning process. The College endeavors to make teaching learning as a two-way process and student-centric by encouraging the students to participate in the teaching-learning activities whole-heartedly. The College has adopted various student centric pedagogical methods for enhancing the learning levels of the students. In regular classroom teaching, teachers employ experiential learning.

#### **Experiential Learning-**

The teaching faculty of the College promotes experiential learning method. The main objective of this method is to enhance & develop experiential learning approach amongst the students. The programmes under the Faculty of Commerce implements case studies, field visits, role play, exhibitions and market survey. Language Departments equips the students with skills in criticism, analysis, communication skills, acting, debates, interview skills, role play etc. Department of Economics has Budget analysis as an essential component in the curriculum. Geography Department thrusts on field tour. History Department emphasizes on archival, visit to museum and rare document collections and exhibitions. Sociology Department visits NGOs, arrange study tours etc. With these ways students learn Community based learning.

#### **Participative Learning-**

This is the best student-centric learning method, in which students actively participate in various activities to develop soft and communication skills. College conducts various participative activities for the students like-

Class Seminars

Group Discussions

Exhibition

Poster presentation

Quiz

Various Competitions

Study tour

Industry Visit

Field Survey

Interview

Meet to Author

Meet to Editor

Debate

Movie Show

Visit to NGO's

Workshops etc

The college is inclined to imbibe Social Responsibility among students through participating in rallies on social and environmental issues.

### **Problem Solving Method /Collaborative Learning:**

In order to develop and enrich students' creativity, decision-making ability, critical thinking, reasoning power, the College adopts this method. In collaborative learning, problem solving sessions are arranged for students especially in Commerce and Social Science. Problems are given in groups and step by step guidance is given to them to solve the problems. Technology used to give students extended and quality educational material and resources to explore and do their best work. Computer-aided materials, computer interfaced experiments, Google classrooms are some methods used for collaborative learning. Research Projects, Group projects are also given to UG and PG final Year students. Sociology Department has assigned Case studies to the students on specific problems. Students are made aware about environmental problems and its effects on eco system through Environmental projects. In Collaborative Learning, the College organizes Guest lectures, Extracurricular activities and invite external experts, resource persons from various fields of society to extend students' knowledge, skills and thinking ability. Due to use of these tools' collaborations among students, teachers, and parents become easier. They can communicate and collaborate more effectively.



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

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

#### Response:

It is necessary to shift paradigm of teaching learning from chalk and talk to keyboard and internet. The College is always ardent to enhance the teaching-learning process by using ICT tools effectively. The college is enriched with ICT facilities having computers with internet, Wi-Fi facility in college campus with capacity of 200 mbps internet bandwidth, one Computer laboratories and ICT enable classrooms. Facilities have its own YouTube channel for students to gain academic excellence. Also, Educational Blogs for innovative teaching, repetitive learning and to provide study materials to the respective students on what's app, college website etc.

Teachers uses ICT tools and resources for effective teaching-learning process e.g. LCD Projector, Computer, Laptop, TV, CD, Printer, Scanner, Smart Phones, internet connections, ICT Room, Power Point Presentation, Audio Videos, Inlibnet, N- List Data Base, Shodhganga, National digital library, Online Resources- e-journals, e-books, Social Media- Whatsapp, Teligram, YouTube Chanel, Blog, Educational Apps, Zoom, Google Meet, Google Classroom, e- notes, etc Online workshops, Seminars and webinars are organized by different faculties on multidisciplinary subjects. IQAC of the college has organised workshops seminars on e-resources, Research Methodology and skill development topics. Information and technology is popularly using in educational field for making teaching learning process successful and interesting for students and teacher both.

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

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

Response: 77:1

#### 2.3.3.1 Number of mentors

Response: 09

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

## 2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
<b>Response: 70</b>	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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)				
<b>Response: 57.13</b>				
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				
2020-21	2019-20	2018-19	2017-18	2016-17
05	05	06	06	06

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)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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: 21.78

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

Response: 196

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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 College strictly follows the process of conducting Continuous Internal Evaluation (IE). Internal evaluation system of the College is revised from time to time and is communicated to the students in both ways written and oral.
- The college prepares academic calendar at the beginning of the year and it is displayed in the college Notice Board and website. The college examination committee (CEC) prepare Examination Calendar and declare the tentative scheduled of examination at the start of the college. The schedule includes the total examination pattern and type of examination for the different disciplines in the college. The unit test was organized by the department.
- The internal evaluations are taken as per timetable prepared by each Head of the Department at the beginning of academic year. The calendar is approved by CEC and is communicated to students and teachers.
- As a part of curriculum, University has made internal assessment mandatory for UG final year and PG First and second year. For internal evaluation of second and third year various tools such as Home assignments, Unit tests, presentation skills through seminar and projects are opted. Internal examination marks of various subjects are filled and submitted through Online Portal of the University by the Login Id of the concerned subject teachers.
- As per semester pattern, unit tests are conducted in each semester for each course, in addition to these assignments, seminars, surprise tests, class tests, online tests, oral exams, group discussions, project-writing are used to test students' knowledge. All of these are taken into account for assigning internal marks.
- Students are provided question bank at the beginning of each semester. Results are declared within a week of exam. Compiled marks are displayed and communicated to the students. For project and seminar internal assessment includes attendance, presentation and participation.
- Each Department has worked out the details of how the IE will be carried out for each course in terms of frequency and variety of assessment tools so that learning outcomes of each paper are achieved through different assignments. Students' progression towards achieving learning outcomes is monitored by teachers by using additional tools like oral exams, home assignments, mock drills to test their ability of critical thinking.

- The grievances related to examination resolved through examination grievance committee. The transparency and effectiveness of IE is monitored by IQAC & CEC throughout the year. Thus the examination and assessment process is transparent and robust with different mechanism employed

### Robustness measures

1. Assessment procedure is valid, fair, flexible, feasible and equitable for all students and incorporate clearly defined assessment criteria.
2. Learning activities and assessments are clearly aligned with stated course outcomes.
3. The range of assessment tasks is sufficiently extensive and varied to permit valid and reliable results of a students' performance.
4. Assessments are conducted and undertaken ethically, honestly and with integrity by faculty and students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

As per the Maharashtra Public University Act 2016, Shivaji University Board of Examination and Evaluation have developed the mechanism to deal with grievances concerned with examination. Examinations are held at the college level as a part of internal evaluation as well as the university conducts written examinations as a part of external evaluation. Grievances from these two types of examination are solved through a system and a proper process laid down by the college and the university.

There is a separate provision for redressal of grievances related to university examinations. Students' application in writing is received. It is communicated to university level grievances committee for revaluation, reassessment or demand for photocopy of the answer book. The student can apply for the copy within fifteen days after the results. If there is discrepancy in evaluation he can apply for the revaluation within seven days. After revaluation his mark list is corrected and provided by the university. The malpractice and copy case during the exams are reported by the supervisor through senior supervisor to the exam department of University. The lapses committee of University organizes separate hearing for these cases. A fair chance is given to the student to defend and appropriate action is taken.

The evolution of part first students of UG Programme is done at college level. Therefore, similar to university mechanism, the college has established particular mechanism to deal with the grievances related

to internal examination conducted for first year. The college has developed an institutional mechanism to deal with internal examination related grievances. The grievances arising from internal examination are dealt with by concerned faculty at the time of discussion of the same in the classroom in appropriate manner. If a student is not satisfied with the explanation of the faculty, he/she can approach the head of the concerned department, and later on to the College Examination Committee (CEC). The CEC resolve the grievance within time-bound of two days from the date of receipt of such grievances.

### Transparency measures

1. Awareness of examination to students and their parents regarding assessment process through notices, academic calendar and through website.
2. Communicating the schedules of examination by displaying notice on boards in each semester.
3. Awareness about the syllabus, internal assessment process along with assessment tools being created through the meeting at the beginning of the academic year.
4. After the evaluation, the grades or marks are displayed for the students.
5. Students who are not able to give internal exams at the scheduled time due to the engagements in sports, other activities or due to personal valid reasons are given opportunity to reappear for internal tests.
6. Question papers are prepared by keeping in mind the University pattern and the process is monitored by Heads and the CEC.
7. Minimum One unit test is conducted in each semester for each course along with assignments, seminars etc.
8. The results of all the internal examinations are declared within a week's time and model answers of the test are discussed with the students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 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:**

- Programme outcomes and course outcomes describes what students are expected to know about each program me and course. They are mainly related to knowledge, skills, abilities and behavior that students acquire through programme /Course.
- The College follows the curricula prescribed by the Shivaji University. The University has prepared objectives and learning outcomes for all the programs and uploaded on the University website. The College has clearly stated learning outcomes of all the programs and courses.
- Students can get the information about Programme outcomes and course outcomes from the college website as well as from the prospectus.
- At the time of admission, the admission committee also apprises students about importance of various courses.The outcome of courses is clearly outlined during the common Orientation Day organized on the opening day of each academic session. This is further reinforced in the orientation programmes organized separately by each department.
- We believe that in order to become responsible citizens, our students must be equipped with all necessary skills.While designing extra and co-curricular activities for students course outcomes are kept in focus .
- Students are provided opportunities to interact with senior students and alumni to learn about their experiences and career paths, so that they are encouraged and motivated to chart out similar roadmaps for their own future.

#### **Communication with the Teacher:**

The IQAC cell of the college motivates and supports every department to conduct revised syllabus workshops proposed by the university. All the teachers participate in revised syllabus workshops and communicate change, correction or revision if any in the curriculum to respective BOS.POs have a great relevance with Constitutional rights, value system, national, Scientific temper, justice and equality. These values are reflected in the POs and COs and further they are percolated at the University level and then adopted by the college. The syllabus of these courses is framed by active participation of our faculty in University BOS committee. They suggest the Changes to BOS members to cope up the syllabus for industry needs regularly.

#### **Communication with the Students:**

The POs and COs are also discussed in the class with the students and make them aware about the correlation between POs and COs with question paper format. Students are encouraged to visit the library to read the curriculum, PSOs and COs. Any change or corrections in the syllabus are discussed by teachers with students .The POs and COs are displayed on the College website, Notice Board and Library.The Principal directs the students about POs and COs in Principal Address

<b>File Description</b>	<b>Document</b>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

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

### **Response:**

The College has prepared the method of measuring program outcomes and course outcomes that eventually upgrade the academic quality of the College and graduate outcomes. The learning outcomes attainment is calculated by using the direct and indirect method. In direct method, students' performance in university examinations and internal examinations is one of the major parameters of outcome assessment while in indirect method, data of students' progression and placements are taken.

Following are direct measures for evaluating attainment of POs/COs.

- Internal Assessment and end-semester examination is direct assessment measures. As per University guidelines, final year of UG degree and post graduate courses 20% marks in each course are awarded through internal assessment and 80% marks externally through end-semester examination. First Year and second year of degree courses are 100% marks through end-semester written examination.
- Following these guidelines, the faculty evaluates students on a continuous basis, providing opportunities to students to improve their performance.
- Individual assignments as well as group projects, seminars are given to students for direct measurement of Programme and course outcomes. Students are encouraged to give presentations on specific topics. Viva-voce is a part of the process of evaluation in these courses.
- Results declared by the University at the end of each semester are thoroughly analyzed in departmental level and Staff meetings. Faculty meets students whose performance is below par and assesses reasons for poor performance. Appropriate remedial measures are suggested.
- Star performers are felicitated on the Annual Day in different categories such as toppers, winners in various competitions, sports and students who have received scholarships etc.

### **Placements and student progression as indirect measures**

The Placement Cell conducts workshops wherein students are given tips on personality development, preparing CVs and facing interviews. It also conducts some activities to help the students for securing jobs and placement.

### **Alumni and student progression:**

Distinguished alumni are invited on function for inspiring students. Such reputed alumni can be taken as an indicator of course/Programme outcomes and the level of teaching learning in the institution. Students are encouraged to pursue higher studies .

**The Attainment of course outcome is calculated by using the following formula;**

### **Attainment of Course at PG level:**

Attainment of Course = 80% (Attainment level in university examination) + 20% (Attainment level in internal examination)

### **Attainment of Course at UG level:**

Attainment of Course = 80% (Attainment level in university examination marks) + 20% (Attainment level in internal examination marks)

Considering students internal marks and University examinations marks the attainment of CO's are calculated. As an institute of higher education, we measure the success of POs/COs not only on the basis of marks obtained and jobs secured by our students, but also in terms of the confidence and discipline. We instill in them professional goals, social values, ethics and to become a responsible citizen of India.

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

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 84.87

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

2020-21	2019-20	2018-19	2017-18	2016-17
197	179	125	104	114

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

2020-21	2019-20	2018-19	2017-18	2016-17
204	202	159	123	150



<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 3.88</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## 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:** 1.85

**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)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1.85

**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:** 33.33

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

**Response:** 03

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 3.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	01

### 3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
06	06	06	06	06

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

Institution has created an environment for development of students as a dexterous person by encouraging them to inculcate new skills, execute their innovative ideas and nurture their creativeness. College has undertaken start-up programme known as Training programme on Beauty Parlour to empower the female students of the college.

Our student Pooja Dinde has opened her beauty-parlour and some of our students have taken further training and giving home services. This start-up programme has not only inculcated innovative idea but also made the students self-dependent.

Under Modi Lipi ( Modi Script) initiative, students are acquainted with the knowledge of learning modi lipi. Modilipi has been used from 12th century to 1960 for administrative writings. Modi-lipi is on the way to it's extinction, so to preserve this lipi we conducted course. From Academic year 2016-17 to 2020-21 we provided education of modi lipi around 200 students.

It is helpful to identify and aware about the culture and tradition of Maharashtra. This lipi made students to contribute for the historical exploration by reading the historical evidences present in those days. Students incubated in this way are translator, book publisher, researcher etc. Another such activity is Proof Reading course, students incubated in this are placed in printing press as proof readers.

One of the **students of Modi lipi, Mr. Navin Mali** published **five books** on Modi Lipi known as Modi Lipi Learn and Practice and also designed website on modi-lipi and also developed font on modi lipi. Modi handwriting competition and translation competitions jointly organized by World Modi Lipi Prasarak Committee, Mumbai and department of Marathi.

Collaboration with **Vachan Katta** is one of the innovative initiative undertaken by the college to spread reading culture among the students of schools, colleges around Kolhapur District by arranging workshops, elocution, essay, quiz competitions etc.

Initiatives undertaken by women cell, internal complaint committee, beti bachao and beti padhao Abhiyan and department of sociology has undertaken many activities for developing social and gender sensitization among the students. Felicitations of parents of single girl child, poster exhibition on achievement of differently abled women, women scientist, first women achievers in different fields has created the gender sensitization in the society. Best out of vest, greeting card etc. inculcated creativity, employability and innovations amongst the students. Visit to orphanage, old age home, Institution run for leprosy affected people etc have created social responsibility among the students and Raksha bandhan celebration with police department, military unit, with blind persons inculcated social bonding of the students in the society. Installation of bird feeder in university area created the sense of social responsibility to respect and protect living creatures of the social organism, and has created the necessity of balanced environment among the students.

The programme on **Communication Skills for Hotel Workers** had benefitted many workers to aware about the social skills, cleanliness habits, psychology of the customers, to manage the stress etc. This programme provided the knowledge to tackle the issues of the changing scenario in the field of hotel management which is bare necessity of this era

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

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

**Response:** 27

#### 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

2020-21	2019-20	2018-19	2017-18	2016-17
08	04	05	05	05

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years</b>	
<b>Response:</b> 3.33	
<b>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</b>	
Response: 10	
<b>3.3.1.2 Number of teachers recognized as guides during the last five years</b>	
Response: 03	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years</b>											
<b>Response:</b> 5.2											
<b>3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.</b>											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>06</td> <td>10</td> <td>08</td> <td>15</td> <td>12</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	06	10	08	15	12
2020-21	2019-20	2018-19	2017-18	2016-17							
06	10	08	15	12							
File Description	Document										
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>										
Any additional information	<a href="#">View Document</a>										

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

**Response:** 5.1

#### 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

2020-21	2019-20	2018-19	2017-18	2016-17
11	09	07	06	17

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

**Response:**

The College has established network with the neighbourhood community through various extension activities. These activities channelize the students to become a sensible and civilized human being with awareness of social, environmental, health issues, constitutional rights etc. College has NSS unit of 100 students. Every year NSS organizes seven days 'Camp' in the university. During this camp the volunteers stay in university area and conduct activities like cleanliness drive to create socio-environmental awareness among the students. Participation of students in the programme arranged by Khadi Gramodyog developed the attitude of the using swadeshi things, thereby developed the spirit of patriotism. College has participated in the survey on awareness programme on Dengue, Malaria along with municipal corporation of Kolhapur. NSS unit also arranged the cleanliness campaign in the siddarth Nagar area during the time of flood and also participated in the campaign **Proud to be voters-I will vote** to aware about the democratic values in the society.

Department of sociology every year celebrates Raksha Bandhan at orphanages, blind school, AndhYuvak Munch, police and military areas thereby inculcate social values among the students. Department has distributed fruits to Leprosy affected people and to the children of Balsankul. Our Alumni still visits to the Balegram, Panhala, the institution run for orphanage and needy children and celebrate their birthdays along with them. Visit to Old age homes, NGOs, Blind Schools, schools run for intellectual disabled, develop the spirit of understanding their problems and thereby to initiate the feeling of social responsibility in the students. Our students not only share their feelings but also give donations to these institution as and when necessary. Visit to Ideal Gram Panchayat at Mudshingi made students to aware about the functioning of the

three-tier system and come to know about the concept of think locally act globally. Making arrangement of the bird feeder in university area made the students to have gratitude towards environmental balance. Department along with alumini and world's largest Vasan Eye care network jointly organized free eye check-up camp in remote place, Department also participated in Pulse Polio campaign and thereby holds the social responsibility.

Department of Geography and recreation committee jointly organized **Use Cloth Bags and Save Environment** programme near Bhavani Mandap and distributed Cloth bags to the people thereby created the sense of eco-friendly attitude. Our students participated in training programme arranged by Janaswasth Dakshata Samiti to aware about the issues of leprosy affected, intellectual disabled etc. Campaign on prevention of Alcoholism and drug addiction developed the sense of social responsibility among the students. Department of Marathi has donated chairs to the **Savali care centre** Kolhapur and visited Balsankul, Marutirao Salokhe old age home, Chokak NGO working for aged and paralysed people and distributed medicines and other basic necessities to them. Felicitation of the parents having single girl child through Beti Bachao Beti Padhao Abhiyan is key indicator for Gender sensitization. Extension activities undertaken under Vachan Katta in various colleges and schools of Kolhapur district made students to inculcate reading habit which is bare need in this world of globalization

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

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

Response: 0

#### 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.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 62**

**3.4.3.1 Number of extension and outreach 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**

2020-21	2019-20	2018-19	2017-18	2016-17
05	11	14	15	17

<b>File Description</b>	<b>Document</b>
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response: 85.13**

**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**

2020-21	2019-20	2018-19	2017-18	2016-17
112	398	711	858	1024

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **3.5 Collaboration**

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/**



**internship per year****Response: 73****3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
05	14	17	13	24

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response: 24****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**

2020-21	2019-20	2018-19	2017-18	2016-17
09	05	01	05	04

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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 physical and technical Infrastructure to enhance effective teaching and learning environment which includes ICT enabled classrooms, boys hostel , Computer Lab , Seminar hall, Library, Administrative Office and Examination cell including CAP. College utilizes all these facilities on regular basis.

The sports and cultural activities are equally important in the learning process. We have Gymnasium, Basketball Court and cricket pitch with net facility. The college has 49 computers in computers labs and 11 ICT enabled classrooms. We have a strong internet network with 200 mbps bandwidth.

**Library and Information Center**

There is Library with built-up area of 12.24 Sq. Meters. The Library is having approximately 30000 books, journals, e journals, magazines, rare books, reference sources and special collection as reference material and learning resources for all faculties, students and stakeholders.

The library provides INFLIBNET service. and also have OPAC facility through vidyasagar library software. We provide library mobile app which contains all the information of library. It also facilitates the user for various basic library services. This is very useful for the students and teachers to access the library from anywhere. It gives open Access to all faculty members and PG students to avail of the books, periodicals from the Library. Book-Bank facility for UG Students available on their needs.

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

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

**Response:**

The Institution has adequate facilities for sports, games and cultural activities. The college has a good record in sport events at university, state and national levels. There is healthy infrastructure for use and benefit of students. In order to promote sports and games, the college has indoor sports training facility centre, & playground. The physical director of the college provides coaching and conducts regular practice for all types of games and sport activities. Various outdoor and indoor games played in the college are as

follows Long Jump, Running, cricket, Volleyball, badminton, Table tennis, boxing and chess boards respectively.

### **Indoor and Outdoor Sports Facilities**

The college has following indoor and outdoor sports and games facilities

#### **(Indoor Sports Facility Centre)**

- 1.College Gym
2. Badminton, Yoga, Chess.

#### **(Outdoor Sports Facilities)**

- 4 Volleyball Ground
- 5 . Athletics Ground
- 6.Basketball Ground
7. Cricket pitch with box net

### **Yoga**

Yoga is offered to promote holistic health and for peaceful living. Yoga is mind and body practice with historical origins. National Yoga day is celebrated on the open space / Indoor Sports Facility Centre. The Yoga is practiced in college for Sports students . it helps sport student.

### **Cultural Activities**

The college has a separate unit for cultural activities. The cultural activities such as plays, folk dance, one act plays, street plays performed in cultural room and open space. A cultural committee headed by a senior faculty looks after the need of infrastructure. Musical instruments like harmonium, Tabla, Dholki, Dhol, Tasha, lazim, etc. are made available for interested students. The college takes participation in different events in Youth festival organized by Shivaji University Kolhapur as well as other organizations.

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

#### 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:** 60

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

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

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

**Response:** 57.69

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

2020-21	2019-20	2018-19	2017-18	2016-17
12.38	0	0	0.23	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

The library is the prime learning resource of the college and is partially automated through integrated Library Management System Known as Vidyasagar Library Management Software. This Software consists

of Modules such as Masters, Book Management, Barcode Facility, Book Accession, Membership, Circulation, OPAC, Catalogues, and Administration. Book reservation facility, the status of a book such as withdrawn / write-off/damaged/lost and paid is easily located LMS and database backup, Library has collection of more than 30000 books .

**1** Name of the ILM Software - E granthalaya

**2** Nature of automation( fully or Partially) Partially automated

**3** Version **3.0.1**

**4** Year of Automation - **august 2017**

**1** Name of the ILM Software Vidyasar Library Management Software

**2** Nature of automation( fully or Partially) Partially automated

**3** Version **4.0**

**4** Year of Automation **2022-23**

**5** Mobile App for Web **OPAC**

In the library 04 computers are available with broadband connection.

The details of computers are as follow:

**Sr. No. Particulars of work Number of Computers**

**1** Library OPAC for Reader **01**

**2** **Library** Circulation and administration - **02**

**3** Bar-Code printer with Scanner **01**

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

#### 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

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 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:** 0.68

##### 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)

2020-21	2019-20	2018-19	2017-18	2016-17
0.49	1.15	0.73	0.58	0.44

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 2.14

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

Response: 15

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

##### Response:

The College has regularly updates the IT facilities such as hardware, software and networking as per the requirements. The authorized license copies of Windows and MS office are purchased for computers and upgraded. Anti-virus software are upgraded on regular basis. The institute has provided computers with printer, scanner and internet facilities to office, examination department. These IT facilities are ensures students and faculties to keep themselves update in every field of knowledge. Library has separate computer for hosting library services like Circulation, Bar-code, LMS. INFLIBNET.Online courses, CD's,Video lectures, are exclusively made available to the learners to enhance learning capabilities.

##### Institutional Resources.

The college has BSNL internet connection of 200 MBPS with WIFI facility in college campus . Almost all computers in the college are connected to internet connection. The institute provides internet facilities to office, library, students and faculties to keep themselves update in every field of knowledge and access various academic e-resources. College office use office management software for accounting and administration work. Classrooms are powered with LCD projectors and Data connectivity for ICT enabled teaching.. CCTV surveillance system is available in college campus to monitor the activities of students in and around the campus to maintain discipline.

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

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

Response: 14:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

## 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:** 37.08

#### 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)

2020-21	2019-20	2018-19	2017-18	2016-17
1.70	2.25	2.00	1.59	1.31

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:**

The policy assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college to accomplish the high degree of excellence at all levels. The principal has overall authority and responsibility for maintaining and utilizing the physical, academic and support services of the institution. To ensure the optimum utilization of various resources. Principal has distributed and delegated the authorities and responsibilities to concern Head of Departments, Office Superintendent and various committees.



## The mechanism for implementation

The College provides required human resources to carry out the regular and minor maintenance of the infrastructure. The major maintenance and repairs of computers and Inverter batteries are outsourced through external agencies. The proper maintenance is made on need basis as per requirements.

## General measures for optimum utilization

1. Instructions are displayed for the proper use of infrastructure facilities.
2. Departments and office staff take care of facilities provided to them.
3. For major problems, the college gets assistance from the local service provider as and when necessary.
4. The support staff having Technical and Mechanical skills looks after the day-to-day maintenance of infrastructure.
5. preservation for Library books and office documents, periodic pest control is carried out.
6. An external electrician takes care of electric fittings and wiring periodically.
7. For drinking water supply the college has installed water purifiers and coolers which are maintained by the support staff.

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

## 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: 9.61

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
52	93	36	69	95

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 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: 2.96

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
36	33	08	14	14

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

**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

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:** 26.28

**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**

2020-21	2019-20	2018-19	2017-18	2016-17
157	188	168	162	270

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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**

**Response:** A. All of the above

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

## **5.2 Student Progression**

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

**Response:** 22.65

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	56	72	22	21

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

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

**Response:** 82.35

**5.2.2.1 Number of outgoing student progression to higher education during last five years**

Response: 168

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

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

Response: 18

**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**

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	00	01

**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**

2020-21	2019-20	2018-19	2017-18	2016-17
05	04	04	00	05

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response: 110**

**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.**

2020-21	2019-20	2018-19	2017-18	2016-17
10	43	19	18	20

<b>File Description</b>	<b>Document</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**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:**

As per the provision of section 40(2)(b) of the ,Maharashtra University Act 1994 it is mandatory to every college to constitute students council for the welfare and total progression of the students.A notification of the election of students Council is issued in the month of August / September as per Shivaji University guidelines of each academic year. The students Council is formed on basis of last academics performance of the students. For each class, the topper is selected as a (CR) Class Representative. In addition to this one representative each from sports, cultural and N.S.S are selected on merit basis concern HOD and two girl students representative are nominated by the principal. All these members electes the Secretary of the College who is ultimately (UR) University Representative of the College.During 2016-17, 2018-19 and 2019-20 Maharashtra Government did not held Students Council elections. During 2017-18 Kumari Pooja Vasant Bhosale represented college as a Secretary .

Students participate in Organization of programs by anchoring the event, by introducing the guest and by offering vote of thanks under the guidance of their teachers. The Student Council representatives act as volunteers for various conferences, seminars, workshops any other programmes organized by the college. The Student Council promotes social issues by participating in initiatives like “ Beti Bachao, Beti Padhao Abhiyan” , Tree Plantation, Swatch Bharat Abhiyan, Pulse Polio and awareness of election campaign etc.

Internal Complaints committee is the Statutory Committee in which two members are girls student. During 2017-18 Geeta Kulkarni and Pooja Bhosale, 2018-19 and 2019-20 Pooja Bhosale and Manisha Mali were the girl's student's representative.

Anti Ragging committee also having student representative. In 2016-17 Prakash Mane and Mangesh Desai. 2017-18 Kunal Patil and Pooja Bhosale. 2018-19 Rohit Nikam and Juee Masake. 2019-20 Manisha Mali and Prathamesh Dalaviare worked as student representative.

A student representative is an integral part of IQAC and their views and suggestions are duly considered in assuring quality enhancement of the college.

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

### 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:** 59

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	95	56	99	41

File Description	Document
Report of the event	<a href="#">View Document</a>
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)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

During the year 2016-17. 2017-18. 2018-19 and 2019-20 the institution has established the network and collaboration with the alumni, since this is a Night College and students have direct access to alumni as and when needed. The institution has registered alumni association no.Kolhapur 000117/2020. As per the norms and condition restructured in the sub section (2) of section 33,34 and Rule 19 of the public trust “ Night College Maji Vidyarthi Association “ is formed not just to meet the pass out students together but to

discuss on the constructive discourses for bringing them into the main stream of educational development. To achieve the goals of college this college does strenuous efforts to help the deprived and dropped away students to get the educational facilities at the level best. The council of education members decide to take constructive initiatives for helping hands to the poor needy but promising students those who can avail the opportunities for their educational development. Night College Maji Vidyarthi Association provides “English Dictionaries “to such students those who have secured first, second and third rank in their respective classes.

### **Aims and Objectives**

1. To conduct alumni meets two times in a year.
2. To keep the records of alumini students.
3. To felicitate meritorious students
4. To organize lectures for alumni to enhance and upgraded knowledge
5. To ask the financial assistance from alumni association

Newly constituted association members president Shri Dhiraj Kawale, Vice President Shri Sandeep Khot, Secretary Prof Dr. Sujay Patil, Treasurer Shri Sunil Marle, Members Smt Neelam Jadhav, Smt Anita Ghatage, Prof Dr. Ajay Chougale, Shri Rajratna Kamble, Shri Paresh Naikwade , Shri Sunil Nikam, Shri Amit Dalal.

A free checkup eye camp was jointly organized by alumni students’ organization and department of sociology of Night College and Vasani Eye Care Center Kolhapur at Laksha Tirth Vasahat Kolhapur on 26 February 2017 as a Departmental Activities of 2016-17. 153 participants participated in the free eye checkup camp. During 2016-17 alumni association Contributed General Knowledge books worth of Rs.7,030. During 2019-20 alumni association contributed English dictionary worth Rs.3000 and General Knowledge Books worth of Rs.3,160 total amount of Rs.6,160.

During 2016-17 two alumni association meeting were held 2 September 2016 and 13 January 2017 . During 2017-18 two alumni association meeting were held 11 September 2017 and 10 January 2018 . During 2018-19 two alumni association meeting were held 10 September 2018 and 8 January 2019 . During 2019-20 two alumni association meeting were held 20 December 2019 and 20 January 2020 respectively.

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

### **5.4.2 Alumni contribution during the last five years (INR in lakhs)**

**Response:** E. <1 Lakhs



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

NAAC

## Criterion 6 - Governance, Leadership and Management

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### 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

Education for the deprived ones

##### Mission

Affording an opportunity for pursuit of higher education to the deprived and depressed but determined to find a place in the sun.

##### Objective and Goals

1. To bring the dropped-out students into the main stream of education, by giving admissions to below average students who are not getting admissions in regular colleges.
2. To provide educational facilities to students deprived of higher education due to their employment or self-employment and desirous of taking higher education.
3. To provide educational facilities to women who are unable to pursue higher education because of their domestic duties and responsibilities.
4. To create awareness in society about “Earn and Learn” system.

The Statement regarding mission states that our college is providing opportunity to all, opportunity which knocks only once and every section of the society should make use of that opportunity. This college is established particularly for those who are living away from the higher education because of poverty and many other socio-economic causes, the students are very firm and determined to achieve their goals in their life.

The teacher encourage to the students for getting knowledge and imparting this knowledge which is coupled with values through interactive methods. The IQAC and CDC play a vital role in planning, monitoring and evaluating various curricular, co-curricular and extracurricular activities in alignment with the vision and mission of the institution. The CDC has representation from teaching and non-teaching stakeholders. Similarly, stakeholders from the Management and society have representation on the IQAC. The IQAC makes perspective plans for the development of the institution. The CDC and the Managing Council of the institution approve the plan with necessary amendments. The IQAC, CDC and the Management Council of the institution strive together to achieve excellence in academic, co-curricular, and extra-curricular activities.

Our college is started by the founders with the aim that no one should be kept away from the education.

Every person must come into the flow of the educational stream irrespective of his socio-economic problems. Female members who are one of the neglected and deprived classes of the society also can get education and by this way our college is roll model for women empowerment.

Our college is not only providing education to the students but also helping them for overall development of their personality through sports and also by many co-curricular and extra-curricular activities.

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

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

#### Response:

For fulfilment of the stated mission and effective implementation of policy statements and action plans, several academic and administrative arrangements have been made. The college has established a well-designed system of delegations of authority. The College delegates authority by appointing a coordinator of the unit/department and committees. These coordinators have been given operational authority and freedom to organize and implement the programs and undertake decisions. The college authority has decentralized the college governance by delegation of authority. Teachers selects representatives in the college development committee. The academic activities are discussed with the faculty heads and teachers regarding admission process, annual planning, teaching-learning process and evaluation program in IQAC. For proper implementation of action plans, an academic calendar is also prepared for achieving the desired objectives.

Organization of seminars, conferences, and workshops at the College, State, and National level is the best example for decentralization and participative management.

**Case Study:** Organization of the National Level Seminar on 'Recent trends in social sciences, languages, literatures, commerce, science and sports in India “

The Departments of Languages, department of Commerce and department of sports jointly organized National level seminar on the Topic on 'Recent trends in social sciences, languages, literatures, commerce, science and sports in India on 4 February 2017.

#### Process-

Meetings were held for the organization of this seminar. In these meetings, they discussed the topic of the seminar, the nature of the seminar, the tentative schedule of the seminar, and other related issues. After complete discussion, they put it before IQAC for suggestions.

## The Planning and Execution

For this purpose, various committees such as Registration committee, Refreshment committee, Certificate Writing committee, Hospitality committee, Publicity committee, Stage committee, etc. were formed to ensure participation of maximum stakeholders. all these committees were entrusted with different concerned responsibilities.

The seminar was successfully organized on **4 February 2017**.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

After the second cycle of accreditation in February 2016, the IQAC, in its subsequent meetings, has made strategic plan to accomplish the recommendations of the Peer Team for quality enhancement of the institution. Based upon the recommendations of the Peer Team, the IQAC incorporated the same in the perspective plan of the institution. College has prepared its Perspective Plan for five years. The extensive goals of perspective plan 2016-2021 is to provide skill-based programme and quality education to students.

#### Curricular Aspects of Perspective Plan

- To introduce skill based and value-added short-term courses.
- To conduct stake holders feedback pertaining to curricular changes and needs on a periodical basis.
- To conduct academic audit
- To conduct green audit
- Comprehensive and effective performance appraisal of faculty and staff.
- Team building, initiatives and good interpersonal relations.
- conducive work environment.
- To conduct academic programs through collaborative mode.
- Library for use of innovative ideas with digitalization of book management system
- ICT in teaching-learning system. For example You Tube videos. Google classrooms etc.
- ICT in administration. Use of various software for making paperless office.
- Efforts for wide representation of staff and students in decision making for execution of policies and development of the college

#### ICT use in administration and academics

**Administration:** we are running partial management information system (MIS). We use digital platforms like SMS, WhatsApp and e-mails for exchanging information to the staffs and the students. The staff attendance is maintained through biometric system. LAN , fibre optics system and Wi-Fi is used for internal and external information sharing.

CollegeMate software from efficient InfoTech company is used for effective and accurate functioning of all administrative work. It include admission of students , generating transfer certificates, result of junior college students ,all scholarship related wok etc. SEWARTH and SHALARTH system is used for senior and junior staff salary. Salary is deposited directly to employees bank account. UGC and DST funds are utilized by the college through PFMS.

**Academic:** The college has adopted partial MIS, the entire admission process is carried out offline through internal ICT system. This information is separated as per faculty and circulated using digital platform. The administrative office maintains the complete record of the students for their academic procedure. Transfer certificate and migration certificates are sent to the concerned institutes. The student’s online forms for freship, scholarship, fellowship, examination and eligibility forms are filled by the college. The affiliated university governs the entire examination process. All the examination forms are filled online. Exam hall tickets are downloaded and forwarded to the students before the exam schedules. SRPD procedure is adopted by the college for question paper. After the evaluation of answer sheets, the marks of the students are sent to the affiliated university through SUK online portal. Students take advantage of library facility which includes OPAC, INFLIBNET, Shodhganga, NLIST Library mobile app etc. The college teachers have their own you tube channel

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

The college is permanently affiliated to Shivaji University, Kolhapur and is governed by Council of education. The Executive Committee of the college consisting of the President, Vice-president, secretary, the principals, members of the management (trustees), faculty of the college. Meetings of the Management council are held frequently and whenever necessary on important issues of the college. It also discusses the progress of the college and takes major decisions pertaining to the betterment of college.

**Governing body and administrative setup:**

Governing body consist of management council followed by local managing committee. Administrative setup consists of the Principal followed by the IQAC, CDC, and faculty in charge, Physical director,

Librarian, Office Superintendent, senior clerk, Junior Clerks, Accountant, Attendants and peon.

### **Procedures for Recruitment:**

Permanent Posts (Grant-in-aid): According to work load, Head of respective department informs number of vacant seats to local management committee through Principal and IQAC. Eventually vacancies are reported to affiliated university and Joint Director for seeking approval to sanction. After sanctioning the posts, applications are invited through advertisement which is published on college, university website and in newspaper. Afterwards statutory selection committee is formed and eligible candidates are invited for interview. After interviews posts are recruited according to the norms of the University and UGC and appointments are approved by affiliation department of Shivaji University Kolhapur and the officer of Joint director.

### **Procedures for Promotion:**

The promotion is allotted according to Shivaji University, Kolhapur, UGC, New Delhi and Government of Maharashtra

### **College Development Committee (CDC):**

The principal functions as the secretary of CDC. The committee is constituted according to the Maharashtra University Act 1994. The college functions according to the decisions taken in CDC meetings. Keeping all related things in mind annual budget of the college is prepared and presented for discussions followed by, questions and answers, and queries raised by the members and also by suggestions.

### **Internal Quality Assurance Cell (IQAC)**

The IQAC consists of one student representative, one member from the society, senior faculty members and one alumuni. The principal is the chair person. This committee's main task is to keep the graph of the college in ascending order in almost all respects. Policy decisions are taken in the CDC and the IQAC executes them.

### **College Committees**

Different committees play an important role in the execution of responsibilities and activities on the campus

### **Grievance Redressal Mechanism:**

The college has Anti-ragging Committee, Internal Complaint Committee (ICC) and Disciplinary Committee for timely redressal of the student and the faculty grievances.

Mechanisms for grievance redressal:

Students can directly approach to the Principal, head of the departments, and administrative staff to put up their grievances. The student can put their complaints in the suggestion boxes kept at office. The grievances of students are received through the members of the student council, and the appropriate

measures are taken. The Principal, Vice-principals and office superintendent resolve the grievances of employees through open discussions and interactions.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

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

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

Night college of arts and commerce Kolhapur has the following Welfare Measures for the teaching and non-teaching staff are as follows:

- Loan facility from “The Council of Education Employees Co-operative Credit Society Ltd” for teaching and non-teaching staff.
- Felicitation of teachers and staff members for achievement and on retirement.
- Welcome of staff members on internal transfer.
- Free uniform for class 4 employees in office.
- Appointment under compassionate grounds under the rules and regulation of Maharashtra govt. and UGC for class 4 employees
- Salary certificate and other document assistance are provided for Loan facility in credit society and other national banks.

- Provided insurance coverage to every employee of the college through Shivaji University, Kolhapur
- Study Leave: For Research work/FDP etc.
- Duty Leave: For Participation of teachers in Seminars, Conferences, and Workshops
- Medical Reimbursement: The teaching and non-teaching staff receives the medical expenses incurred from the state government. Such proposals are forwarded through the college.
- Gymnasium, Sports, Yoga facilities, are available for the teaching and the non-teaching staffs for free of cost.
- Implementation of Career Advance Scheme (CAS)
- Encouragement to publish the books written by the faculty
- Motivation and encouragement for academic development of the faculty.

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

### 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:** 0

#### 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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 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:** 1.8

#### 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



2020-21	2019-20	2018-19	2017-18	2016-17
03	03	01	01	01

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### **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:** 18.12

##### **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**

2020-21	2019-20	2018-19	2017-18	2016-17
02	01	03	03	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

The college follows the guidelines of UGC regulation, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018. The college has a Performance Based Appraisal System (PBAS) for

the teaching staff following UGC regulations, 2010.

Every academic year IQAC collects the API-PBAS forms from all the faculty members. The faculty performance is assessed by the HODs, IQAC Co-ordinator, and the principal on the basis of API and PBAS forms and necessary action is taken for the improvement.

On the basis of the score of the faculty in API forms, the principal forwards the eligible cases to University and Joint Director of Higher Education, Govt. of Maharashtra under Career Advancement Scheme.

The teachers' performance appraisal forms consist of:

Category I: Teaching, Learning, and Evaluation Related Activities

Category: II: Professional Development, Co-curricular and Extension activities

Category: III: Research and Academic Contributions

#### **Performance Appraisal System for non-teaching staff:**

The overall performance of the non-teaching staff is evaluated by the Office Superintendent who evaluates the form on the basis of discipline, punctuality, accountability, technical knowledge, administrative skills, emotional integrity and behaviour pattern. and the confidential report is submitted to the principal. Principal after careful scrutiny and necessary remarks submit the reports to the Management. The Staff are given promotions on the basis of the Confidential Reports, As per Govt. rules as well as norms of Management .are taken into consideration

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

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 Institution conducts internal and external financial audits regularly**

#### **Response:**

The college prepares the annual budget in advance considering the requirements of different department and the curricular and extracurricular activities of the college. Budget is sanctioned by purchase committee, CDC and IQAC. All the accounting records including vouchers, pay bills, Quotations and payment receipts is maintained by office.

#### **External Audit -**

- The management is appointed D.Y. Bhoomkar and company chartered accountants, Kolhapur.
- The financial statements of the college including books of accounts, Vouchers receipts and payments account and balance sheet are audited by the external auditor.

- The last audit was completed for the financial year 2019-20 and 2020-21 and report was submitted by the auditor to the institution. No major objections were raised during the last audit.
- The college receives grants from the UGC under different heads. The audited accounts of all these terms are submitted to the UGC from time to time. The college has received No objection from the UGC.
- Government Audit is conducted by the Administrative Officer, Senior Auditor (Higher Education Pune Region, Pune) and Accountant General, Mumbai.

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

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

**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>

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

**Response:**

Top management and head of the institution monitor all the financial matters. and have well-defined policy and mechanism to monitor effective and efficient well planned strategies of available financial resources.

**The financial sources of the College are:**

- Admission, tuition and other fees are collected by the College from students
- Examination grant is received from the Parent University, EBC and BC scholarship grants are received from Government of Maharashtra.
- The budgetary resources of the College include plan and non-plan grants received from UGC.

- Salary grant is received from Government of Maharashtra

### **Institutional strategies for mobilization of funds and the optimal utilization of resources are**

- A budget is formulated every financial year with the approval from the management. The budget is presented in the College Development Committee for approval. In the CDC, every minute details are discussed and approvals to budgetary provisions are sought.
- Comparative chart of quotation is prepared and submitted to the purchase committee. The purchase committee looks after the purchase of items and accounts are settled immediately.
- The college fees and other fees are collected through cash are deposited in bank at an early point of time.
- Payments exceeding Rs.500/- are made by cheque or DD only.
- Every bill is checked by the office superintendent, the accountant before passing. The bills are not paid unless passed for payment remark by the principal.

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

## **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:**

IQAC forms the policy for holistic development and optimal utilization the college resources. Perspective plan is prepared with the help of faculties and submitted to IQAC. Consulting with the Principal the IQAC finalize the same. The plan is implemented by all the departments.

The IQAC prepares an annual plan before the beginning of the academic year and the same is incorporated in the Annual Quality Assurance Report (AQAR), and it is implemented during the academic year .The IQAC gets academic calendar prepared for the action plan for the academic year. The academic activities include the coverage of syllabus, internal and final exams, conducting co-curricular and extra-curricular activities, NSS and other activities.College committees are formed which includes Statutory and Non-statutory Committees. These committees conduct periodical meetings and implement their function according to the objectives.

#### **Practice – 1 - Developing research Culture among Teachers**

Since second cycle of the NAAC:, IQAC has been promoting the research culture in overall activities of the college. It was very clear that for outcome-based education, the quality of teachers should be upgraded. In Post NAAC second cycle period, the number of Teachers having Ph. D. degree has become 06 out of total 9 teachers. Our physical director also obtained Ph.D. degree and the post of Professor through CAS. He is the first professor in physical education under Shivaji university. Three of our faculties are recognized as Ph. D. guide. Presently, 10 scholars are doing under their supervision. One teacher

received minor research grant from UGC. .

## Practice 2 - ICT based teaching learning practices and infrastructure

It is always expected that an HEI should go hand in hand with time and technology. ICT is the new form of modern education. The requirement of ICT is highlighted during Covid period where teaching is conducted through online mode. In future also ICT based learning is important so our college taken necessary steps towards self-reliant in online teaching. Many of our teachers have their own You tube channel where they post their lectures. Teachers conducting lectures , seminars through online mode using zoom. Google meet etc. Library and administrative office are computerised with necessary

software. The work of library is automated through integrated Library Management System Known as Vidyasar Library Management Software. Library is also having Mobile App for Web **OPAC**.

To meet the demand of internet facility, new internet connections are set up. The institution has decided to provide computer, printer, LCD projector and internet connection with wifi facility . Teachers as well as students use this facilities free of cost. The IQAC is now working on

augmenting ICT based infrastructure in every classroom for enhancing quality in teaching learning practices. With the introduction of secured remote Paper Delivery System (SRPD) by affiliating university, necessary augmentation in IT setup in examination centre is also done.

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

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

Night college of arts and commerce, Kolhapur is continuously developing through well designed perspective plan prepared by IQAC. The plan defines the developments of various facilities, methodologies, pedagogies, and supporting activities. The development of the college can be understood through the development of infrastructure, learning resources, ICT facilities, introduction of new courses and enrichment of sports facilities

IQAC has constructed a robust monitoring evaluation and review mechanism which take cares of timely completion of various activities. The work of various statutory and academic committees is reviewed periodically. The meeting of IQAC, CDC, Management Committee, Faculty and administrative staff enables IQAC to take a review of the process. The IQAC, works for the slow and advanced learners and modifies teaching methods and motivates them for better performance through various activities

## Feedback on Curriculum

The IQAC of the college collects feedback through feedback committee. Earlier general feedback is taken, but from the academic year 2018-2019, the IQAC has, started collecting feedback, on curriculum, along with general feedback, institute collectes Feedback on curriculum from students. The analysis of the effectiveness of teaching

learning is made through the stakeholder's feedback mechanism. IQAC has developed well-structured feedback systems. IQAC prepares various feedback forms and collects structured feedback on design and review of syllabus and students' feedback on teachers. Each department analyzes the feedback, discusses in the departmental meetings and submits a consolidated report to IQAC. IQAC prepares an inclusive feedback report of the college and communicates to Principal for implementation. Now the college has developed an online feedback system.

## Certificate/ Value added/ Add on courses

The institution is very keen about providing quality education to the stakeholders. As a result of the IQAC initiative, after informal discussions with the students, the institution indorsed various need-based certificate, value added and add on courses. As a result of this initiative, the institution has introduced 27 certificate, value added and add on courses during last five years to boost the teaching-learning processes. These courses have also helped to bridge the gap between the curriculum and the expectations of the students.

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

### 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 intitatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**Response:** A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC

## 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:

Our institution is cautious about safety and security of students and staff in the campus and takes necessary measures to raise awareness regarding gender equality .

##### Safety & Security:-

1. Security guard is appointed to secure the premises and to avoid intruders from outside.
2. Surveillance cameras are installed in the premises at various locations to monitor the suspicious activities and ensure safety.
3. Institution has Internal Complaints Committee to redress grievances of students and has authority to take necessary actions regarding the same.
4. To empower the female staff, the College has established Women Cell which conducts various women centric activities.
5. Laxmipuri Police Station (1km away) offers all security measures during stressful situations.
6. During outfield visits like study tour, industrial visits, field study etc. lady teacher accompanies to ensure the safety of girl students.

##### Counselling:-

To resolve internal and external challenges of students and make them comfortable in expressing their academic, social, personal issues etc. counseling plays a very important role. Every staff member of our College has cordial relation and smooth interaction with the students.

1. Under Mentor-Mentee scheme, mentors identify students who need counselling and help them to go through the situation wisely.
2. Internal Complaint committee and students Grievances committee also provides counselling to students regarding grievances redressed by them.
3. Women Cell organizes lectures on various subjects to make girl students aware about the issues and also to deal with them.

##### Common Room:-

College has provided common ladies room for girl students and ladies staff. It is well facilitated with washroom, sanitary napkin, vending machine, first aid kit etc.

##### Any other relevant information :-

The college has constituted Sexual harassment committee as per the regulations of Maharashtra Govt. 2013 Act for prevention and prohibition of sexual harassment. This committee is now renamed as Internal Complaint committee. The college has constituted Anti-ragging Committee as per the norms .Women



Cell, Anti-Ragging Committee, Discipline Committee play important role in generating awareness and addressing gender related issues.

Suggestion box is installed in the college, which can be used by the students to submit their suggestions and complaints regarding their issues, if any. Top priority is given to resolve the grievances of the students. The Discipline Committee safeguards the college campus in all aspects. This committee monitors the campus to avoid unfair incidents. Women Cell of the college organizes various activities for women empowerment. The institution has undertaken following measures for the promotion of gender equality during last five years.

1. The college has established Women Cell to ensure gender equality
2. Guest lectures on gender equality were organized
3. Counselling sessions were organized for the students regarding gender equality. They also understand the necessity of gender equality in social, economic and all other aspects of the society.
4. Women Cell organizes lectures, poster presentation and street plays on prevention of female feticide.
5. Women's International Day is celebrated in the college by organising various activities regarding women empowerment.
6. The girl students were given equal representation in the academic committees of the college.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

### 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

**Response:** B. 3 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 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:

Waste management has become the essential need of society , as it is directly concerned with the environment and health of the people. Keeping this in mind, our institution has taken necessary measures for proper disposal of waste and recycling of the same . Proper initiatives are taken to create awareness among students regarding waste management..

### Solid waste management:-

To collect solid waste, separate dustbins are kept at different places in the premises of the institution. Collected bio-degradable waste is dumped in a big pit for composting purpose and prepared organic manure in the garden of College premises. Other non-biodegradable waste is picked up by Kolhapur Municipal Corporation.

### Liquid waste management:-

Collected water on terrace is used for watering plants in garden.

### Biomedical waste management ;-

For the disposal of biomedical waste (Sanatory pads) college has installed incinerator in ladies room.

### E-waste management:-

We Organize workshops on E-waste management to create awareness amongst the students. College also collect E-waste and transfer it to Network Solution,Kolhapur recyclers for proper disposal. E-waste is collected from time to time and properly disposed. NSS unit of our institution has taken initiative to collect e-waste and its recycling.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

**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**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**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**

**Response:** A. Any 4 or All of the above

<b>File Description</b>	<b>Document</b>
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

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

**Response:** A. Any 4 or all of the above

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### **7.1.7 The Institution has disabled-friendly, barrier free environment**

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

**Response:** A. Any 4 or all of the above

<b>File Description</b>	<b>Document</b>
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### **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 institution offers two undergraduate programmes viz. B.A. and B.Com to the students coming from the deprived, the working class, the under privileged class, who were unable to secure admission in the other colleges. Admissions are given as per the government and affiliating university policy. Reservation norms are followed strictly at the time of admissions and during the formation of the statutory committees of the college.

There is good involvement of people during extension activities of our college. The College invites the people from different background during environment awareness, Beti Bachav, Beti Padhavo campaign and during national festival, the college plays an effective role of catalyst in the area to maintain the peace and national integration.

The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. Co-curricular and extra curricular activities have a direct positive impact on cultural & communal thoughts of the society. Some of the activities are as follows.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

**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 institute is well known for its governance and to maintain democratic values in the society. Since its inception it has contributed a lot in the development of the area. The Indian constitution assures the citizens, the social, economic and political justice, liberty, equality and promotes the fraternity. The responsibility of making good citizen is bared on shoulders of HEIs by UGC and Maharashtra University act 2016, article 4 and section 1-9. The students are sensitized about constitutional obligations, the rights and duties in principal’s address. The university curriculum has made two papers mandatory for first- and third-year degree students viz. ‘Democracy, Elections and Good Governance’ and the Introduction to Indian Constitution. The preamble of the constitution is displayed outside the office. Our college conduct the activities in the campus which is helpful for inculcating values for being responsible citizens. These are

1. The fundamental duties and rights, Citizen’s Charter, National Anthem, and Pledge etc. are clearly displayed in the campus.
2. Birth and death anniversaries of national heroes are celebrated
3. Independence Day and Republic Day are celebrated as National festivals
4. The birth anniversary of Ch. Shahu Maharaj is celebrated as ‘Social Justice Day’ in the college
5. Our institution arranges number of programmes covering freedom of expression through which the students get courage to express them. Many of our teachers deliver lectures on the constitutional obligations, national unity and social harmony in the college.

26th November is celebrated as ‘Constitution Day’ in our institution

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**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**

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

**Response:**

Our institution celebrates national festivals, Birth and Death anniversaries of the great Indian personalities. This inculcates national integrity among students and makes them aware about the sacrifices of the freedom fighters. Taking into consideration the soul of core values of NAAC and for its implementation college celebrates various international and national days.

**National and International Day :**

Republic Day

Independence Day

Rakshabandhan

Teacher Day

Population Day

Geography Day

Tourism Day

Ozine Day

Yoga Day

No Vehicle Day

Women Day

Traditional Day

Marathi Rajbhasha Day

Indian constitution Day

**Birth/death anniversaries of great Indian personalities:**

Rajarshi Shahu Maharaj Jayanti

Dr.S.R.Ranganthan Jayanti

Deshabhakt Ratnappanna Kumbhar Jayanti

Mahatma Gandhi Jayanti

APJ Abdul Kalam Jayanti

Deshabhakt Ratnappa Kumbhar Punyatithi

Mahatma Jyotiba Phule Jayanti

Savitribai Phule Jayanti

Subhash Chandra Bose Jayanti

Rajmata Jijau and Swami Vivekanand Jayanti

Lokmanya Tilak and Anna Bhau Sathe Jayanti

Dr. B. R. Ambedkar Jayanti	
Shiva Jayanti	
File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 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:**

**Title of the Practice - Be Part of Value Education: Workshops and seminars in colleges**

**Objectives of the Practice**

- To promote the awareness among the students
- Seminars & workshops provide valuable information other than curriculum
- It enhance the technical abilities and knowledge among the students, and also builds the overall personality and skills of the students.
- To uphold the value education

**The Context**

- It is the platform for students and teachers to participate actively in the workshops and seminars
- It enhances the knowledge of students. These activities are conducting for the overall development of the teachers and the students

**The Practice**

We organized various seminars and workshops. During the year 2016 to 2021 we arranged 26 workshops/ seminars. Details of these are available in college website.

**Evidence of Success**

- These workshops and seminars provide valuable information to the students.
- large number of students participate in these seminars, which help them in shaping their personality and academics



## **Problems Encountered and Resources Required**

Limitations to this best practice is limited presence of students as conference room have limited capacity. We need more spacious conference rooms so that benefit is given to large number of students. College requested the management for this facility. Management is positive for this suggestion and will take necessary action in future

### **Notes**

Students are benefitted from this activity. Interaction between resource person and students will help in overall development of their personality.

### **Title of the Practice**

## **Dissemination of Life Skills: - Courses Certifications Integration with Graduate Programs**

### **Objectives of the Practice**

- To offer programmes that are relevant and in demand.
- To bridge the gap between practical requirements and curricula of the institution.
- To reinvent and offer programs that enhances the skills of students.
- To ensure constant value addition to the existing programs
- To impart Life-skills by developing IQ EQ and SQ.

### **The Context**

We offer and prepares students for various short-term courses as a part of its diverse and progressive curriculum. These programs cater to enabling and empowering students in various fields other than curriculum. We continuously trying to reinvent the programmes to make value additions

### **The Practice**

Various Short term courses Certificate Programms offered to the students. From the year 2016 to 2021 we offered 27 courses

### **Evidence of Success**

As a result of these certificate courses our students has been exemplary. Some students in these courses shows excellent performance which is needed in this world of globalisation

## **Problems Encountered and Resources Required**

Limitations to the practice is limited intake of students and financial problem. As ours is night college where the students are coming from poor background. They cannot afford paid courses. Our college is trying it's best to provide with minimum course fee or free of charge.

### **Notes**

Students are benefitted from such courses. Practical knowledge is given from these courses. This increases their academic excellence

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 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:**

**Title : Sports – Essential Element of Education.**

Late Dr. Deshbhakt Ratnappanna Kumbhar, the freedom fighter and a member of Indian Constitution Assembly founded this college, Night College of Arts and Commerce for the deprived, the working class and the under privileged students

Our College is not only limited for providing education to the students but also helping them for over all development of their personality through sports. If sports education is carried out accompanied with the academic curriculum, the overall personality of the student is increased to great extent. The qualities of the leadership, sharing, team spirit and tolerance are learnt from sports. The importance of any institution lies in its academic performance and the students involvement in sports games and cultural activities. Our college is meant for the students from the deprived classes. who are incapable to purchase even the track suits which is dire requirement of the sports activity. With a view to create the spirit of taking part in the sports felicitating the sports students by giving prizes and tracksuits every year. Our college is having outstanding sports achievement. Our students are participating in various sports and contributing their best. The name and fame of the college is flourished by the acievement of the students.

Students' participation in sports and games require a strong boosting and encouragement of Physical Director and faculty members, Physical Director gives regular practice on the ground. Our students have made path breaking record in some sports and games especially in Basket ball. The Basket ball is an integral part of our institution as the students won shield of Basket Ball consecutively for last 15 years. we feel very proud of our students for their outstanding contribution in the field of the sports.

Students performance in sports is as follows:

Basket ball – won 18 times at zonal and inter zonal competition.

Cricket - won continuously 03 times in zonal

Athletics : In Athletics competition, our college is remained winner continuously for three times.

**Following is the list of games participated by our students**

<b>Sr.No.</b>	<b>Name of the sports</b>
1	Basket Ball
2	Cricket
3	Athletics 110 Mt Hurdle
4	Athletics 400 Mt Hurdle
5	Athletics 4 * 100 Mt Relay
6	Athletics 4 * 400 Mt Relay
7	Athletics 100 Mt Running
8	Athletics 200 Mt Running
9	Athletics 400 Mt Running
10	Athletics 800 Mt Running
11	Athletics 1500 Mt Running
12	Athletics 10000 Mt Running
13	Athletics 50000 Mt Running
14	Athletics 08 Km Running
15	Athletics 20 Km Walking
16	Athletics Crosscountry
17	Athletics Decathlon
18	Athletics Javelin Throw
19	Sikai Marshal Arts
20	Boxing
21	Athletics Javelin Throw
22	Shooting
23	Wrestling
24	Swimming
25	Taekwondo Fencing

**Facilities for sports student**

Our students are very enthusiastic and college also encouraged the students to participate in University, State, National and International level competitions. To create the spirit of taking part in the sports amongst the students of the college. The college is facilitating the sports students by giving prizes and tracksuits every year. Along with Sports, the training of Yoga is also given to the students. The Gymnasium has sports facilities like Double Bar, Weight machine, Elliptical Cycle, Power lifting, Weight lifting set.

**Events organized**

College organized zonal and interzonal basketball competitions.

**Achievement by our students in various sports**

Our sports students won the prizes at zonal, interzonal state and national level.

Event	Level	Team / Name	Rank
Sikai Marsala Arts	National Muay Boran Championship	Kale Avinash Shamvale	Third
Athletics 110 Mt Hurdle	State Level Competition	Powar Abhijeet Vishnu	First
Athletics 4 * 100 Mt Relay	State Level Sport Festival Competition	Phalke Govind Avinash	First
Athletics 200 Mt Running	State Level Competition	Phalke Govind Avinash	Second
Athletics 20 Km Walking	State Level Competition	Ms.Salokhe Suchitra Mahadev	First
Athletics Javelin Throw	State Level Competition	Gawad Pravin Maruti	Third
Athletics 8 Km Running	State Level Competition	Dabhade Hemmat Ananda	Second
Shooting	Khelo India Competition	Padloskar Yash Yogeshwar	Second
Athletics 400 Mt Running	State Level Sport Festival Competition	Patil Krsnata Ananda	Third
Athletics 4 * 400 Mt Relay	State Level Sport Festival Competition	Patil Krsnata Ananda	First
Athletics Crosscountry	State Level Competition	Khamkar Mahesh Sanjay	Third
Swimming 4*200 Mt Freestyle	All India Inter University Competition	More Prathamesh Sadashiv	Third
Athletics 4 * 400 Mt Relay	State Level Sport Festival Competition	Patil Krsnata Ananda	First
Athletics 800 Mt Running	State Level Sport Festival Competition	Patil Ramdas Tanaji	Third
Athletics 4 * 400 Mt Relay	State Level Sport Festival Competition	Patil Ramdas Tanaji	First
Athletics	State Level Sport Festival Competition	Patil Pratik Pandurang	First

200 Mt Running						
Athletics	State Level Competition	Sport	Festival	Patil Pratik Pandurang	First	
400 Mt Running						
Athletics	State Level Competition	Sport	Festival	Patil Pratik Pandurang	First	
4 * 400 Mt Relay						

**Selected in Maharashtra Women Cricket Team – Shivali Shinde**

**Selected in Ranji Trophy Cricket Team – Ranjit Nikam**

**National level Achievements:**

Many of our students individually participated in different games at national level, which includes Sikai Marshal Arts - Kale Avinash Shamvale, Athletics - Powar Abhijeet Vishnu, Athletics - Dabhade Hemmat Ananda, Basketball - Sawant Dhananjay Asohok, Basketball – Powar Nitin Raghunath, Basketball – Govindapagol Venkatesh Maruti, Shooting - Patil Chaitanya Chandrakant, Shooting - Padloskar Yash Yogeshwar, Athletics - Patil Krsnata Ananda, Boxing - Chavan Kishor Vasant, Boxing - Gharal Prathamesh Pandurang, Athletics - Khamkar Mahesh Sanjay, Basketball – Patil Shreyas Rajendra, Basketball – Nangare Akshaykumar Ananda, Basketball – Patole Suraj Sanjay, Swimming - More Prathamesh Sadashiv, Shooting - Patil Rishikesh Bajirao, Athletics - Patil Ramdas Tanaji, Athletics - Patil Pratika Pandurang, Athletics - Khamkar Mahesh Sanjay. Performance of College in Basketball and cricket team of Shivaji University is always outstanding.

## 5. CONCLUSION

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### Additional Information :

1. The College was established in 1971. It is affiliated to Shivaji University, Kolhapur.
2. The College is recognized under 2 (f) and 12 (B) by University Grants Commission (UGC).
3. In the last five years, the College has introduced 27 Short Term Skill Based/Value added courses
4. The College has ICT enabled Classrooms facility for teaching-learning with 200 MBPS internet speed and Wi-Fi facility.
5. Library with more than 30 thousand books, journals, periodicals and reference books, reading room and e-library facility. The library is partially automated with OPAC, N-list, Inflibnet etc.
6. The college has conducted following audits: Academic and Administrative Audit, Green Audit, Gender Audit, Energy Audit.
7. Three Full time teachers are working as BOS member. 6 teachers are Ph.D. holder.
8. Full time teachers of the college have published research papers in reputed journals with good impact factors.
9. The college has registered Alumni Association
10. The College organized seminars and conferences for the students and teachers
11. The students of the college won various medals, prizes, awards at state and national level in sports.

### Concluding Remarks :

The vision of the college is “Education for the deprived ones.” The college has tried its best to achieve the vision. The top management is actively engaged in the development of the college. Since its establishment, the college has been devoted to the upliftment of the society through quality education, and activities reflecting the social responsibility. It aims at overall development of the students through curricular, co-curricular, and extra-curricular activities. We offer certain skill-based certificate short term courses to add to their knowledge, our teachers use student centric teaching and learning methods to enhance their learning experience. Experiential and participatory learning is done through various measures such as field visits, educational tours, etc. The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. Management encourages and motivates a culture of decentralization in various activities of college. IQAC takes initiatives in planning, implementing and reforming the various quality development strategies of the college and also develops standard parameters for academic excellence. The college is highly conscious about the gender equity. Our college is prepared for the new education policy which is implemented in upcoming years. This new education policy 2020 takes into consideration different fields like experiences, empirical research, stakeholder feedback, and lessons from best practices. IQAC and CDC in the leadership of principal and management planned for quality practices and worked hard to implement them.

This SSR is the outcome of all those combined efforts and quality practices of the college. We are happy to submit this SSR in time to NAAC Bengaluru for further assessment and accreditation

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.1.2	<p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2020-21</th><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th></tr></thead><tbody><tr><td>143</td><td>131</td><td>119</td><td>235</td><td>188</td></tr></tbody></table> <p>Answer After DVV Verification :</p> <table border="1"><thead><tr><th>2020-21</th><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th></tr></thead><tbody><tr><td>126</td><td>107</td><td>105</td><td>157</td><td>143</td></tr></tbody></table> <p>Remark : DVV has made the changes as per shared report by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	143	131	119	235	188	2020-21	2019-20	2018-19	2017-18	2016-17	126	107	105	157	143
2020-21	2019-20	2018-19	2017-18	2016-17																	
143	131	119	235	188																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
126	107	105	157	143																	
2.3.3	<p><b>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b></p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 08 Answer after DVV Verification: 09</p> <p>Remark : DVV has made the changes as per EP- 3.1</p>																				
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p>2.4.3.1. <b>Total experience of full-time teachers</b> Answer before DVV Verification : 156 Answer after DVV Verification: 196</p> <p>Remark : DVV has made the changes as per 2.3.3</p>																				
5.3.3	<p><b>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)</b></p> <p>5.3.3.1. <b>Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2020-21</th><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

06	130	99	108	59
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
04	95	56	99	41

Remark : DVV has considered one activity once in a year.

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**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has select B. 3 of the above as per shared report bY HEI.

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.3	<p><b>Number of outgoing / final year students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>214</td> <td>211</td> <td>194</td> <td>170</td> <td>174</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> </tr> <tr> <td>204</td> <td>202</td> <td>159</td> <td>123</td> <td>150</td> </tr> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	214	211	194	170	174	2020-21	2019-20	2018-19	2017-18	2016-17	204	202	159	123	150
2020-21	2019-20	2018-19	2017-18	2016-17																	
214	211	194	170	174																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
204	202	159	123	150																	