YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	Dadasaheb Jotiram Godse Arts, Commerce, Science College, Vaduj.
• Name of the Head of the institution	Dr. Sakharam Balu Patil
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02161231315
• Mobile No:	9822425843
• Registered e-mail	accollegevaduj2@yahoo.co.in
• Alternate e-mail	artscomcollegevaduj@gmail.com
• Address	Opp. Old Police Station
• City/Town	Vaduj
• State/UT	Maharashtra
• Pin Code	415506
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Shivaji University, Kolhapur.**
• Name of the IQAC Coordinator	**Dr. Sachin Gundurao Kamble**
• Phone No.	**02161231315**
• Alternate phone No.	**02161231315**
• Mobile	**9552686800**
• IQAC e-mail address	**artscomcollegevaduj@gmail.com**
• Alternate e-mail address	**accollegevaduj2@yahoo.co.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://djgacscvaduj.org/Pdf/AQAR_2019_20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://djgacscvaduj.org/Pdf/AcademicCalenderNew2020_21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.22**	**2013**	**05/01/2013**	**04/01/2018**

6.Date of Establishment of IQAC	**01/10/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**00**	**00**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. 12 Online seminars and 2 online workshops were organized. 2. The vacant post of Principal is filled. Dr. S. B. Patil is our new Principal. 3. Conducted Academic and Administrative Audit, Green Audit, Energy Audit, Gender Audit, and obtained ISO Certification. 4. Submitted SSR of the Institution for Assessment and Accreditation by NAAC 5. Signed MOUs. 6. Conducted Slow and Advanced learners' diagnosis tests.

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

Plan of Action	Achievements/Outcomes
A Workshop and Hands On Training on Online Teaching	A workshop on Online teaching: ZOOM Meeting was conducted in the institution on 01 September, 2020 for the academic year 2020-21
Online Teaching	Online teaching was done using ZOOM Platform.
Submission of SSR and AQAR for 2019-20 to the NAAC	The institutional Self Study Report and Annual Quality Assurance Report were prepared and submitted to the NAAC.
Conduction of Online Seminars	The institution conducted 12 webinars and 2 workshops.

Academic and Administrative Audit of the institution	The AAA of the institution was conducted on 01/12/2020 by the former Principal and the IQAC Coordinator of Hutatma Rajguru Mahavidyalaya, Rajgurunagar, Pune.
Green Audit, Energy Audit and Gender Audit of the institution	Green Audit, Energy Audit and Gender Audit of the institution were conducted
ISO Certification	The institution also obtained ISO certification which is valid for 3 (Three) years from 16.12.2020 to 15.12.2023.
Disposal of E-waste	The institution sold out the E-waste to Kuldeep E-Waste Disposals who are the government approved form dealing in E-waste, and obtained the certificate for the same 02.02.2021.
Purchase of Computers	Two computers with advance configuration and two printers cum scanners are purchased for the institution on 31.12.2020.
Creation of PPT Bank on website	The faculty members prepared PPTs on syllabus and created a PPT Bank which is made available in the institutional website.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	11/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	**23/01/2020**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**215**

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

2.Student

2.1 Number of students during the year	**949**

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

2.2	**732**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**197**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**29**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**32**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**17**
Total number of Classrooms and Seminar halls	

4.2	**95**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**29**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution ensures effective curriculum delivery through a well-planned documented mechanism. However, the entire academic year had the impact of Covid-19 pandemic. All classes were held in online mode. However, in September, 2020, impact of the pandemic was loosened and the nationwide lockdown was shifted temporarily. So, on first September, 2020, the IQAC of the institution conducted a workshop on Online Teaching: Zoom Meeting. In this workshop, hands on training was given to the teaching staff. A separate timetable of Online classes was prepared by the IQAC and was given to the teaching staff and implemented. The teachers prepared their semester wise annual teaching plan keeping in mind the curtailed syllabus and online teaching was done using ZOOM App. Curtailed syllabus was brought to the notice of the concerned students. Study reading materials were also provided to the students and were guided accordingly. Semester wise examinations were also done online. During this Covid-19 pandemic, all guidelines issued by the governments, district administration and the affiliating university were followed strictly.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	**Nil**

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

Despite Covid-19 pandemic and nation-wide lock down, the institution followed the academic calendar of C.I.E.. In July, we organize the meeting of C.I. E at the begining of each semester. We also organize small test and open book exam . We organize diagnostic test of 20 marks for slow and advanced Learners. All semester wise university examinations were conducted in online mode. College also conducted university examination for Part- I students in online mode. Teachers conducted subject wise tests on google form for the benefit of students.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

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

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

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

00

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

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

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution has ten programs in B. A., B. Com., and B, Sc. The programs address cross-cutting issues like Gender Equality, Human Values, Environment, Professional Ethics etc. The institution has formed a committee for 'Prevention of Sexual Harassment' that organizes programs for creating awareness for legal provisions for women. For the sustainable development of environment, subject like 'Environment Studies' is introduced at level two of all three programs. We have two units of NSS. Through the activities of NSS, we try to cultivate human values, social integrity, honesty, empathy etc. During this academic year, due to Covid-19 pandemic situation and the imposed lockdowns, these cross-cutting issues were tried to be addressed through curriculum, in online mode. The teachers in the institution met their subject wise respective students on ZOOM

platform.

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

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

41

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

685

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://djgacscvaduj.org/upload/IQAC/AQARSDoc/1.4.1%20Feedback%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1464

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

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

supernumerary seats)

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

427

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

2.2 - Catering to Student Diversity

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

At the begining of academic year, we conducted diagnosis tests to identify slow and advanced learners. For slow learners, we took extra efforts and use teaching methods such as Remedial extra lectures, handwriting practice, departmental library, Basic Grammar development program and spelling practice. while for advanced learners, we took seminars, poster presentation activity, Village surveys and send them to Avishkar competition.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
949	**29**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

In Experiential learning, Science faculty members organized online practicals. Geography department organized online study tours. Online webinars and workshops were organized by every department. In participative Learning we organized webinar on Research Methodology. Dr. Deepak Sharma guided to our students. Dr. Daptardar also gave her valuable talk on Covid 19 online education. In Problem Solving methods, we organized some tests on google forms. During the pandemic, we organized Covid 19 Awareness test for students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://djgacscvaduj.org/DJGACSC/OrganizedConference

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

The college encourages ICT based teaching and learning on the campus as ICT based teaching enhances learning experience of students and makes it interesting teacher provide subject PPT bank to students.

All teachers on the campus make use of mobiles for enhancing learning experience of the students. . All departments have established what's app groups of B.A. I, II ,III, B.COM. I,II,III, B.SC. I, II, III year students. They use mobiles in teaching to provide ZOOMLINKS & GOOGLE MEET LINKS for online teaching . They use mobiles in teaching related to certain course materials.Teachers provide You-tube links and e-references to students. These What's app groups are used for information transfer and giving instructions. Our mentorship mechanism has also established whats app groups to exchange college related information and practicing healthy atmosphere.The mentor teachers were also asked to look after their mentees so far thier mentees' academic development was concerned.Teachers use online study material, notes and compare them and prepare their own notes keeping in mind their students' capacities, and requirement of the questions. For teaching and learning process, we have 17 classrooms of which 7 are having ICT infrastructure.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://djgacscvaduj.org/Pdf/Sociology30Nov2021.pdf

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

2.3.3.1 - Number of mentors

29

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

2.4 - Teacher Profile and Quality

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

29

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

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

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

6

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

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

2.4.3.1 - Total experience of full-time teachers

318

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

2.5 - Evaluation Process and Reforms

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

The institution has developed mechanism for internal assessment. At the begining of the year , we prepared academic calendar of C.I.E.We conducted internal assessment through online mode especially on google forms. We conducted tests on google forms during the pandemic.

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

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

Mechanism:Well-structured time bound machinery is available in the institution so far examination related grievances are concerned.

Institution conducts three types of examinations.

University Examinations:

In case any our students is not satisfied with the assessment made by the university, he can apply for revaluation of his answer book within 15 day from the date of declaration of the result. In such case the Examination department of the university sorts out the answer book and send it to some other senior expert on the panel. However the evaluation of the second expert is considered as final and is communicated to the examinee and the college as well.

College Examination:

At bachelor's degree level, at level 1, if any grievance is emerged it is addressed to the college. Evaluation is made at college level. And same procedures are followed. In each case time period suggested by the affiliating university is observed strictly. In such cases, head of the examination department nominated by the college solves the grievances.

Internal Examinations:

College conducts internal examination in all courses right before the semester examinations on the pattern of the university.

Mechanism is time- bound:

This mechanism is time-bound. After the declaration of the result, a student can apply for photocopy within 15 days. After obtaining the photocopy, the student can apply for revaluation within four working days. The college is bound to declare the result within 15 days.

In internal examinations, the programmed is chalked out by the college examination committee and every component is bound to follow it. Results are communicated and grievances are addressed within the time given by the committee.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution communicates the course outcomes more specifically to the students at micro level. Course outcomes are measured and observed as they are of two types. After examinations, results are declared and they are communicated to them at personal level. General observations are grouped together and are discussed in the regular classes. Shortcomings are brought to their notice and remedies are suggested and undergone.

Course outcomes of English language and literature are measured through students' communication with their peers on the campus, their department teachers and other teachers and also their communication with non teaching staff. So far history is concerned, they take active part in the celebration of the Ganesh Festival, Shivaji Jayanti, etc They visit forts, historical places including Raigarh, Bhawani Chitra=Wastu Sangrahalay, Aundh, Shivaji Musium, Satara etc. Students of Geography department conduct village surveys, experiments and write projects on their respective topics. Students of Marathi departments celebrate various days, recite poems, write poems and articles. Hindi students always wish to declare Hindi as the national language of India. Students of Commerce faculty have set up a fruit market where they exhibit their accounts, cooperation business laws and other subjects. In departmental parent meetings, these course outcomes are discussed with their parents and their efforts and their attainments are duly appreciated. With students also, their course outcomes are communicated. Personal guidance is provided to them to raise their confidence level. Based on their performance in examinations, remedial coaching is done.

It is programme outcome, programme specific outcome and course outcome that our students openly speak about political activities in the state and nation and make cautious statements. They find themselves ready to provide help to the needy. They read newspapers and are aware of social crises in the world around them. Our students use whats app for the purpose of entertainment and for education purpose. They are using electronic media including whats app for creating awareness about corona virus. They respond to the calls from their teachers and parent teachers. Students are aware of the social, political, and economic situation around them. Not only, they are aware of national issues, they have their opinions about international issues also. National issues like Swaccha Bharat,

population, un-employability, mobile mania, agriculture etc are of close concern for them.   They are able to think that educational degrees cannot give jobs to everyone. So, they are helping their parents in their work and at the same time exploring new areas of earning to raise their standard of living. But, due to covid 19 pandemic, programmes were not organized.

We displayed program outcomes and program specific outcomes in each department, in the campus and also on the website.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://djgacscvaduj.org/Pdf/POsPSOsCOsDJGACSCVaduj.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

 For the attainment of programe outcomes and course outcomes, we had separate mechanism to evaluate the attainment of programme outcomes and course outcomes. We have three levels to mesure the attainment which is based on University exam marks and Internal exam marks. In level I, the students who got below 60 percent and In level II attainment, above 60 to 75 percent and in III level above 75% students are considered. The same evealuation is applied to the attainment of course outcomes. Each and every course attainment is evaluated through this mechanism.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://djgacscvaduj.org/Pdf/POsPSOsCOsDJGACSCVaduj.pdf

2.6.3 - Pass percentage of Students during the year

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

197

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://djgacscvaduj.org/upload/IQAC/AQARSDoc/Result%202020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://djgacscvaduj.org/upload/IQAC/AQARSDoc/SSS%202021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

18

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

2

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

`1`

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

`The following extension activities organized by our HEI`

`1. Covid 19 Awareness Test, online Quiz competiton for students and teachers, more than 500 people were participated.`

`2. Covid 19 Awareness Programme carried out by students in their respective villages.`

`3. Street Play on Covid 19.`

`4. Covid 19 Vaccination Camp organized in the college.`

`5. Voters Campaign online programme`

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

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

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

`1`

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

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

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

02

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

198

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

8

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has all necessary and adequate infrastructure needed academic and support facilities, along with girls' common room as demanded by the affiliating university to run different programs. For teaching and learning process, we have 17 classrooms of which most of classrooms are having ICT infrastructure. The college has playground, an open gym and gymkhana with indoor games for sports facilities.We organize cultural activities on our campus. We have canteen facility with separate seating arrangement for girls, boys

and the staff. Our college has separate newly constructed building for science laboratories. We have well equipped library with study hall.The college has essential facilities for the divyangjan. (ramp, wheelchairs and toilet) We have separate sanitary facilities for students and the staff. We have ICT facilities in every department. We have separate parking spaces for students and the staff. Our HEI has administrative office, cabin for principal, exam department, separate IQAC room and cabins for evey department.

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

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

Sports Facilities:

For sports and cultural activities, the institution has adequate infrastructure. Among outdoor games, we have one volley ball, one shooting ball, one Kho-Kho (which is the regional game of Maharashtra) and one Kabaddi grounds with standard measurements. For Long Jump, we have a sand pit of standard measurements and other for athletic events, we have sufficient play-ground. Among indoor games, we have provided spaces for Carom, Chess and table tennis. We have open gym also beside the science laboratory building.

Cultural Facilities:

For small academic and cultural activities, we make use of lecture cum seminar hall no. 10. We organize Annual Cultural Program on our campus. We have separate department for performing cultural activities.

Traditional Day Celebration, funny games, food Fair etc. are held on the college ground only.

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

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

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

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

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

95.34

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of the college is fully automated by using Integrated Library Management System (ILMS) with its current version of V 1.0 The library of the institution is using the SOFTLIBRARY software from 2017-2018. SOFTLIBRARY is the library management software developed and powered by Shiv.com Technology, Navi Mumbai. It is continuously used by the library to enter the new arrivals.

The barcode system helps to preserve the data related to the book in the Integrated Library Management System that is used to track the book in future in one click. The barcode helps to check in and check out of the books for their availability status, besides the borrowing history of the book. However, apart from its library access number, the user can access the book with the keys like author of the book, publisher of the book, subject of the book etc. It has tremendous impact to access the information to its user. Library has two computers with internet broadband connectivity with 100 MBPS. One computer is provided for the use of students and one computer is used by the library staff. Reprographic facility is also provided in the library that serves students, teachers, and the college office.

Library Automation & Software

2020-21

Name of Software

Nature of Automation

Version

Year of Automation

Softlibrary

Fully

Soft.Library.V1.0

09 Jan 2017to 2020

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

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

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

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

0.46

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

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

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

31

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institution updates IT infrastructure at regular basis. Computers of office use and IQAC use were installed with antivirus. The last upgradation took place on 03/03/2021.

The internet speed available in the institution is 100 MBPS. We have

provided Wi-Fi facility to students and the staff as well.

The office has purchased 'Educare' from A Square Software Services, for administrative purpose and it is renewed on 20/08/2020. Its version is 3.0.

The library uses 'SOFTLIBRARY' software which was renewed on 23/12/2020.

The institution has installed 19 CCTV Cameras on the campus for discipline and security purpose.

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

4.3.2 - Number of Computers

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

5.32

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The institution has adopted standard and systematic procedures for the development and maintenance of physical and academic infrastructure and support facilities on the campus. For purchases of various kinds, we have Purchase Committee. For building construction work and repairs, we have Building Committee. Maintenance work under 1000 rupees is done as per requirement. For the maintenance of above 1000 rupees, standard procedures are followed. Any new introduction in physical or infrastructural development is discussed in College Development Committee. For augmentation and maintenance of facilities, guidelines of the concerning authorities are followed strictly. The institution has Appointed skilled men in various skills. Due to this, much of the maintenance work is done at local level by the employees.

This academic year, due to covid-19 pandemic situation and nationwide lockdown, all maintenance was done by the institution employees.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

379

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

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

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

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://djgacscvaduj.org/upload/IQAC/AQARSDoc/5.1.3%20add%20information.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

30

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

30

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

54

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

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

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

examinations) during the year

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

22

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

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

In the following committees, Institution facilitates students' representation.

1. Students' Council

2. IQAC Committee

3. College Development Committee

4. Library Committee

5. Prohibition of Sexual Harrassment Committee

6. Gymkhana Committee

7.Anti Ragging Cell

8. Grievence Cell

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

21

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

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

in our college, we have the committee of Alumni, the registration of the Alumni is in process.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college was established with the vision of providing good quality higher education to the economically and socially deprived sections of the society, especially to the girls. We see that a good number of students are educating themselves and the average number of girl students is almost about 65%. Students from socially backward classes are also about 90% of the quota meant for them. This results in enhancement in their life-style, improvement in their knowledge and their sense of social responsibility is inevitably developed.

Empowerment of women community is one of our mission statements. To empower girls community, we organized special lectures for them through which they are made aware of their legal rights, special provisions for them. In this way their mindset is prepared to fight future challenges. At the same time, through course contents, they are also made aware that law is one thing and life is another. We should not let laws intervene our lives unless it is the dire need of the moment. This results in balanced thinking of laws and positive outlook to life.

Introduction of new technologies in teaching-learning process, bringing socially and economically backward and deprived sections of the society into mainstream have been our mission statements. Our teachers use PPT presentations, computer printouts, web links and online study-material. Healthy practices on the campus help bring

our deprived students into mainstream. Love for nation, love for humanity and philanthropic bent of mind is the indication of the success of higher education, The institution organizes various programmes and activities to inculcate these and such other values among students. In the world of privatization and globalization, our students are always asked to acquire latest knowledge but with their feet on the ground as knowledge without humanity is as good as nothing. Students are asked to learn, acquire degrees and not to run after jobs. They are guided accordingly to explore other paths of successful life, as money is only one of the parameters of success. Life is beautiful. Cleanliness makes it yet more beautiful from within and from without. Our NSS department not only exercises cleanliness campaigns but also teaches them the importance of cleanliness in human life, inculcates national and human values, and develops rational and scientific temperament.

Not only teachers but students are also given participation in decision making mechanism. Teachers and students are given representation in various constitutional and other committees formed for smooth functioning on the campus. Both the stakeholders are asked to share their views on various issues. This results in creating sense of responsibility among the individuals. The CDC, the IQAC, the library committee are represented by teachers and students. The governance on the campus is smooth, transparent, and proactive. This is because of inclusiveness of human resources in daily work.

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

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

The institution practices decentralization and participative management in its every-day activities and governance. This is in the line of the national policy of higher education. We organized webinar on "Covid 19: Challenges, Opportunities and Reserch Methodology." The international scholars Dr. Deepak Sharma and Dr. Vadaihi Daptardar guided the teachers and students. There were 553 teachers and students participated from across the India. The webinar was coordinated by Dr. Sachin G. kamble. IQAC Coordinator. Participation certificates were distributed among participants.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college was first accredited in 2004. The letter of second accreditation, we received on 05.01.2013. The peer team members had appreciated our faculty's philanthropic activity towards Cattle Feeder Camp. In their report of visit to the institution, they had also made certain suggestions. The number of suggestions was extended to eleven. We, in the IQAC meeting held on 11/01/2013, enlisted and enrolled all eleven suggestions and resolved to incorporate the suggestions in our strategy. Out of 11, one was to start PG programmes in certain disciplines. It was notable that bachelor's degree programme in science was wanting. So, the institution resolved to introduce B.Sc. in the institution. As a result, in 2018-19, we could introduce the first year of B.Sc. with 47 students. In the IQAC meeting held on o4/o2/2014, we resolved to apply uniform dress code for all on the campus, and from academic year 2015-16, the same brought into practice. It is notable that we invited students' suggestions, observed complete transparency and democratic procedures in its implementation.

In second phase of accreditation of our institute by the NAAC, in its field visit report, the peer team suggested to introduce mentorship scheme on the campus. In a meeting of the IQAC on 27/06/2014, the institution resolved to initiate Mentor Mechanism on the campus. In this scheme, around 40 students are given to a teacher. The teacher is expected to look after the his ward's academic, economic, social, professional and emotional well being. On Wednesdays, immediately after the playing of National Anthem, the mentor teachers meet their mentee students on the ground. They use to sit in circles in age old gurukul fashion and involve in informal and intimate talks on various topics. These topics are defined by the IQAC that include issues of national and local interests. These topics are directly associated to our students social life. Swachha Bharat, Mera Vote_Mera Adhikar, Beti Bachao_Beti Padhao, Tree Plantation, Personal Health, Personal Beauty, Darwaja Band Andolan, Women's dietary habits, are some of

them.

Our mentor teachers not only guide the students towards their academic and social issues, they try to become intimate friend, guide, and moral supporter.

The students come to college are in their adolescence. This age is sensitive and they are hard to handle not only in our institution but everywhere. Our IQAC aims at dealing with this age in a skillful manner. Our teachers are trained in such a way that at times they play the role of their students' moral preacher along with their subject teacher. From the interactions, teaches try to know if there is any emotional issues with our students. In this regard, our faculty has played a significant role. Our IQAC has developed certain guidelines and have gone through a number of discussions at times so far such tender or emotional issues are concerned. Such issues are dealt with at high confidence level.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

Organizational structure of the institution including governing body, administrative set up and function of various bodies, service rules, procedures, recruitment, promotional policies is as follows:

The Management and the Principal are the top decision making authorities. The principal works hand in hand with the management. Principal is the Academic and Administrative head on the campus. On Academic front, the principal communicates with heads of the departments. He guides them and invites their suggestions for quality improvement on the campus. The faculty members work under the heads. On administrative front, teachers and the head clerk help the principal together. For smooth functioning on the campus, various committees are formed. The principal functions as the chairperson of all committees. These committees meet frequently and discharge their duties. An academic year starts with the function of the Academic Calendar Committee and ends with the IQAC's API

scrutiny.

College Development Committee (CDC):

The committee comprises of 13 members including the principal, 6members from the management, and five senior faculty members, one staff representative, and the coordinator of the Internal Quality Assurance Cell. The principal functions as the secretary of CDC. The committee is constituted as per the Maharashtra University Act 1994. The budgetary provisions, recruitment of teachers and non teaching staff are discussed and made. The CDC follows the all govt. rules and regulations of the UGC, and the affiliating university. 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. Suggestions made by the members are also considered. Final decisions are taken only after thorough discussion. Changes, if any, are made and use full suggestions are incorporated and final budget is prepared and given CDC's sanction. The principal shoulders the responsibility of implementation of the decisions taken. In this task, the heads of various departments, faculty, and the support staff assists him. For the sooth implementation of decisions taken in CDC, the Principal forms other committees that execute plans.

Internal Quality Assurance Cell (IQAC)

The IQAC consists of 12 members including one student representative, one member from the alumni, one member from society, and 4 to 5 senior faculty members. The principal functions as the chair-person. This committee's main task is to keep the graph of the college in ascending order in almost all respects related to academics. Policy decisions are taken in the CDC and the IQAC executes them. The IQAC works for quality enhancement and sustenance and to generate work culture on the campus.

Certain committees are constitutionally formed and they discharge their tasks as per the guidelines issued by the concerned authorities. Among such committees, we have Academic Calendar Committee, Anti-ragging Committee, Anti-sexual Harassment Committee, Purchase Committee, Discipline Committee, Library Committee, Committee for Cultural Activities, Grievances Redress Cell, College Magazine Committee, Lead College Committee, NSS committee etc.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://djgacscvaduj.org/upload/IQAC/SSRDoc/Organogram.pdf
Upload any additional information	**No File Uploaded**

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Arts and Commerce College, Vaduj has several Welfare Measures for the teaching and the non-teaching staff on the campus. The teaching and non-teaching staff can avail the benefit of Government Health Scheme as they are covered under salary grant scheme of the State Government. Besides, the State Government sanctions various proposals for reimbursement of medical expenses. Various welfare measures are enlisted as under:

Academic Welfare measures for teaching staff :

*Implementation of Career Advance Scheme (CAS)

*Deputation of faculty and financial support to attend seminars or Workshops.

*Deputation of the faculty to attend orientation programmes, refresher courses

*Training programmes and faculty development programmes.

*Felicitation of award winning faculties in Annual Prize Distribution Ceremony.

*Felicitation of faculty on acquiring higher qualifications like M.Phil. / Ph.D. etc.

Academic/professional Welfare measures for non-teaching staff:

* The institution allows and sanctions DLs to the non-teaching staff to attend professional workshops organized by any institution, university and government agencies.

* The non-teaching staff is entitled to receive traveling and dearness allowances as per the rules in force.

Economic Welfare measures for teaching and non-teaching staff:

*Insurance cverage to every employee of the institution through Shivaji University, Kolhapur at the annual premium of rupees 100 .

*Reimbursement of expenditure on health expenses from govt.

*Loan facility is also provided by Siddhanath Pat Sanstha, Vaduj Branch and Bank of Maharashtra, branch Vaduj.

*Personal Loan, Housing Loan, Vehicle Loan, Emergency loan and Cash Credit Loan etc. are provided to faculty members and non teaching.

*Reimbursement of health expenditure through government machinery. Provision of advanced payment in case of emergency.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops

and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

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

00

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

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

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

4

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

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

The institution has Performance Appraisal System for teaching and non-teaching staff.

Performance Appraisal for Teachers:

The college follows the 'Performance Based Assessment System' prescribed by UGC in its regulations of June 2009 and accepted by the affiliating university. The faculties have to fill up the forms for every academic year. His/her performance in teaching-learning and evaluation, contribution to co-curricular, extension, professional development related activities and research, publications and academic contributions are measured. The PBAS is scrutinized by IQAC and approved by the Principal at the end of every academic year. Academic diary is also maintained by each faculty which is checked and assessed by the HODs and the Principal during the year. This academic diary reflects the overall performance of the concerned teacher. 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 Co-coordinators of curricular, co-curricular and extra-curricular activities submit their reports to the Principal. Students feedback of teachers is also considered an important aspect to measure a teacher's performance. The IQAC scrutinizes the feedback and statistical analysis is done. On the basis of the students' feedback, teachers are appreciated or suggestions for improvement are made.

Performance Appraisal of Non Teaching Staff:

The non-teaching staff is appointed by Chhatrapati Shivaji Shikshan

Manda, the mother institute, abiding all rules and regulations of the State Government as well as UGC and Shivaji University, Kolhapur. Performance Appraisal of non teaching staff is done through the Confidential Reports prepared by the principal and the office in charge. The management of the institution pays frequent visits to the campus. Their observations are noted from time to time. The confidential report contains his/her behavior as well as work. If a non-teaching staff is found neglecting his/her duties or is not serious for the work assigned to him/her, the concerned staff is persuaded orally for the same. However, his/her persistence for negligence is tried to mould with memorandums. And if he/she does not yield to smooth functioning of his duties, it is mentioned in his/her service book as well as disciplinary action is taken against the concerned staff. The result of the disciplinary action may excel to resist him/her from the annual increment. However, all our staff members discharge their duties honestly.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly.

The college has three tier audit mechanism to undertake internal audit every year. The head clerk prepares the audit statements. The principal of the college verifies the utilization of funds, grants etc, payment receipts, scrutiny of ledgers and cash books and tallies all deductions under different heads. Then quarterly audit statement is prepared. Once the audit is done the same is put up before the management in the College Development Committee in which the audit undergoes discussions and queries. Suggestions are made if any discrepancy is found. After incorporating the suggestions, it is ready for external audit. The external audit of the institutional deposits and expenditures is done by a Sangli based C.A. firm, Mhetre and Associates. The professional Chartered Accountant M/S Mheter and Associates inspects, verifies, and tallies the audit conducted by the internal audit machinery.

The Annual Audit Statement is regularly submitted to AO/Joint Director, Kolhapur Region, and Government of Maharashtra before 30th July. As per the norms of Higher Education Department, Government of Maharashtra, annual salary and non-salary grants received from the government is audited by Joint Director; verified and approved by Senior Auditor of Higher Education, Kolhapur. The 24Q form is submitted to Income Tax Office after the date of every three months i.e. 15th July, 15th October, 15th January and 15th April.

The Auditor General of Maharashtra State audits financial affairs of the college after ten years.

After the discussion with LMC, Principal completes the compliance report and submits to Parent Institute. The college also fulfills the compliance of the Annual salary and non-salary audit done by Joint Director verified and approved by Senior Auditor of Higher Education, Kolhapur. The final audit is done by the Accountant General of Maharashtra. It is done after every ten years. Accountant General (A.G.) submits their audit report to the college and their compliance report is also completed by the college. However, no major audit objections are noted by Auditing Agencies so far. The Joint Director, Higher Education, Kolhapur, the Senior Auditor conducts the audit of the college regularly as per the rules and regulation of the state Government of Maharashtra and submit the report.

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

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

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

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

Arts and Commerce College, Vaduj has strategies for mobilization of funds and the optimal utilization of resources available on the campus.

The institution adheres to its vision and mission while implementing certain strategies to mobilize funds and to utilize resources which include human, financial and infrastructural resources. The institution runs Commerce and Science streams on non-grant basis. So the institution prefers frugality wherever possible. The institute mobilizes its resources through salary budget, funding agencies like Shivaji University, UGC, programmes running on non-grant basis, self-finance courses, the State Government and Central Government tuition fees and other fees collected as per the norms of the affiliating University. Besides, the mother institution extends her helping hand to meet the emergency needs.

The resource mobilization strategy:

The human resource goes beyond the assigned duties to work for quality education and overall development of the institution. However, the college needs funding for its requirements like organization of activities. Adjustment remains the only remedy to meet such needs. The annual budget is prepared considering needs and requirements various departments in the college. The Principal prepares the budget taking into account requirements of various departments, developmental plans, augmentation and maintenance of physical, academic facilities and other requirements of the institution. The budget is presented and presented in the College Development Committee for approval. In the CDC, every minute details are discussed and approvals to budgetary provisions are sought. The management makes a special budgetary provision for maintaining the existing infrastructure as well as for providing required infrastructure to the departments and the college as and when required. The purchase committee scrutinized all these requirements

under the guidance of the Principal before their proper activation. The daily summary of accounts is signed by O.S. as per the government rules, day to day cash books are verified and signed by the Principal.

The optimal utilization of resources:

At present, the college building is used by Arts and Commerce streams in the morning session and by Science stream in the afternoon session. Our Economics faculty and English faculty, in addition to their assigned work load, engage Commerce and Science classes. Our department of Examination is used by the faculty of Social Sciences as staff room for them during non-examination days.

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

6.5 - Internal Quality Assurance System

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

The IQAC was formed in 2005, immediately after the first assessment and accreditation of the college by NAAC in September 2004. Initially, its function on the campus was limited to mere documentation and submission of the annual reports and implementing the activities suggested by the NAAC. However, inthe present scenario, IQAC's corpus is much widened and expectations in quality enhancement and sustenance are also defined. Here are some important IQAC activities.

1. Academic and Administrative audit,

2.Gender Audit,

3. Energy Audit ,

4.Green Audit and

5.ISo Certification were done by IQAC

6. Online Webinars organized.

7. NIRF participation

File Description	Documents
Paste link for additional information	https://djgacscvaduj.org/Pdf/NIRF.pdf
Upload any additional information	View File

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

The institution continuously reviews the teaching learning process led by the Principal and assisted by IQAC, HOD's and the coordinators of various committees.

Frequent meetings of Principal with Steering Committee and HODs are organized by the IQAC. HODs present reports about the activities. Monitoring and follow up of academic calendar is done through IQAC regularly. Planning, implementing and reviewing of teaching learning and evaluation activities like unit tests, tutorials, seminars, project work, etc. are organized as per the calendar prepared by Examination Committee and IQAC in the beginning of the year.

Staff meetings are conducted with the initiative of IQAC. The Principal meets faculty and staff at least twice in a term at the beginning and at the end of each academic term. Academic Calendar is prepared at the beginning of the year by IQAC. The calendar sets time bound frame for completion of syllabus and revision by teachers. The students are also benefited by this academic calendar. The concerned Head of department monitors the academic calendar continuously. The assignment and internal tests are carried out. From the performance of the students, the faculty judges the student's level and special counseling is given to the slow and advanced learners. The LMC also analyses the university results and the activities are observed. There is an effective impact of this mechanism which is reflected in the improvement in university examination results, increase in the strength of students and their performance in cultural, sports and extension activities. In order to enhance teaching and learning process, different innovative practices are suggested by the IQAC along with the use of modern technology. The college has arranged study-tours, industrial visits and field surveys on almost regular basis. In teaching learning process, use of ICT is encouraged. PPT presentations, videos, films are effectively used. The institution provides physical facilities

for ICT enabled teaching though at a limited sense. The evaluation methods are communicated to the students in the classroom through notices and departmental meetings and most importantly in the welcome function of the first year students. The students are oriented about the syllabus and evaluation procedures. The entire evaluation process involves classroom evaluation and observations, internal tests and assignments. At the beginning of the academic year, the examination committee plans schedule of examinations for the entire year, mentions it in the academic calendar and the same is known to stakeholders in the institutional website. The examination committee prepares the timetable and allots supervision turns to the teachers. In this way, IQAC reviews teaching learning process, structures and methodologies of operation and learning out comes through periodic intervals.

File Description	Documents
Paste link for additional information	https://djgacscvaduj.org/Pdf/AcademicCalenderNew2020_21.pdf
Upload any additional information	No File Uploaded

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

File Description	Documents
Paste web link of Annual reports of Institution	https://djgacscvaduj.org/upload/IQAC/AQARSDoc/Aqar%20Report%202020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measures initiated by the institution for the promotion of Gender Equity.

1. Uniform dresscode for all.

2. organized webinar on Gender and Violence in 2020-21

3. Female students counselling on wednesdays.

4. 16 CCTV Cameras

5. Ladies room

6. Gender Audit

File Description	Documents
Annual gender sensitization action plan	https://djgacscvaduj.org/upload/IQAC/SSRDoc/Action%20Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://djgacscvaduj.org/upload/IQAC/SSRDoc/7.1.1%20Upload.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

The institution has systematic procedures for the disposal of solid, liquid, hazardous and e-waste that is found on the institutional campus. Organic waste that is collected is put into the Vermin composting project with the help of the employees and NSS volunteers on regular basis. Drain water is used to water the plants in the campus. Hazardous chemical waste is left in the soak pit dug for the purpose. As we are cautious about the prevention of use of plastic, we have very minimal plastic waste. For such waste, dust bins are placed at certain places and finally, that waste is picked up by the local authority i.e. the Nagar Panchayat for disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://djgacscvaduj.org/upload/IQAC/AQARSDoc/7.1.3.AQAR.pdf
Any other relevant information	**No File Uploaded**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | **A. Any 4 or All of the above**

    1.**Restricted entry of automobiles**

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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

For Providing the students an inclusive environment, The following activities conducted by the institution

1. 14 webinars - English Department organized webinar on English Language Teching, while sociology on Gender and Violence, Marathi on Humanity in Saint Literature, Hindi on Old Age Home, Geography on Career Opportunities in Geo - Sciences, History on Disaster Management and Policy of R.C. Shahu Maharaj, Commerce on Recent Trends in Commerce, Maths on Recent Trends in Maths, Zoology on Recent Trends in Zoology, Physics on Career Opportunities in Physics, Chemistry on Recent Trends which proved useful for students on the basis of cultural. regional, linguistic, socioeconomic and other diversities.

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

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

The employees and students of the institution were sensitized to constitutional obligations, national and life values, rights and duties. On 26.11.2021, Constitution-day was celebrated. On this occasion, Reading of the Preamble was done. On 24th September 2021, NSS Day was celebrated by hoisting the NSS flag and singing the NSS

song and Sane Guruji's prayer . The principal elaborated the meaning of the dictum 'NOT ME- BUT YOU'

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

Chh.ShivajiShikshanMandal,Vaduj

DadasahebJotiramGodseArts,Commerce,ScienceCollege,Vaduj

The Institution celebrates Various days and festivals of national importance. The national days are celebrated exploring their Significance. Our Institute Celebrated following days:

1. Vidhyarthi Divas – Speaker – Dr. PrabhakarPawar.

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2. Sauvidhan Din.
3. RajmataJijauJayanti /Swami VivekanandJayanti.
4. RashtriyMatdar Divas.
5. Shivjayanti.
6. NavagatSwagatSamarambha.
7. Ghranthbhet B.B. Mane Librarian.
8. Hutatma Din.
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All these programmes have been organized to inculcate principles and philosophy,Great thoughts of great Indian personalities like thinkers, reformers, philosophers.

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

7.2 - Best Practices

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

Best Practice- 1

Title of the Practice: Celebration of Staff Members' and students Birth Days

Introduction: College is a place where different members from different religious and social backgrounds come and work together. To maintain harmonious relationships, openness of mind and culture, the institution decided to celebrate the staff members' birth days as per the office record. It was decided to celebrate the birthdays by wishing n Birthdays Greetings to the person, in writing and a homemade bunch of flowers. The celebrity is expected to donate a book as return gift to the institutional library on this occasion.

Objectives of the Practice: 1. To form good and healthy relations between the staff members.

2.

To offer appreciation on the home ground.

3. To enrich the institutional library by receiving donations.

The Context: Teachers are feeling affinity for each other. The atmosphere is lightened on the backdrop of Covid-19. People are feeling fresh, excited and enthusiastic.

The Practice: This activity is being shouldered by the institutional library. Letter of Greeting is prepared. A beautiful bunch of flowers is prepared locally. After classes are held, all members of the staff are gathered together in a hall and the Birthday Boy is felicitated and wished long and healthy life in the presence of all. The invitees wish him good wishes and some are invited to share their experience with the Birthday Boy.

Evidence of Success: maintains Harmonious relations among staff and administration.

Difficulties Encountered: This activity is appreciated by all as it loosens the formal boundaries between the staff and heightens the amicability. So no difficulty is encountered in executing this activity.

Best Practice- 2:

Title of the Best Practice: Online Book Exhibition

Introduction: Every academic year, book exhibition is organized by the library. However, due to Covid-19, and due to restrictions imposed on the physical presence of students in colleges, this year, the college library decided to organize online book exhibition.

Objectives of the Practice: 1. To attract stakeholders to library, ultimately to reading culture.

2. To increase the exchange of books.

3.

To create and increase attraction for books.

The Context: On the occasion of the death anniversary of Dr. S. R. Rangnathan, the father of Library Science, the library of the institution organized the Online Book Exhibition in the college. The inauguration of the exhibition was held at the auspicious hands of Vice Chairman Prithviraj Godse. On this occasion Assistant Police Sub Inspector of Vaduj Police Station Shri Malojirao Deshmukh was invited to chair the event. All faculty, staff were present. A video and photographs were shared in the institution's DJG ACS group and students' whats app groups.

The Practice: A good number of books were exhibited in the Reading Room section of the library. All teachers and guests of honour visited the exhibition and librarian Smt. B B Mane explained the aim behind organizing such activities in the college.

Evidence of Success: The number of visiting members is gradually increasing.

                                   The Teachers, students are visiting library on almost daily basis.

Difficulties Encountered: Every year, subject wise Book Exhibition Week was organized. So, no difficulty was encountered while conducting the activity. However, the number of students was rather less.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Organization of Online Lecture series,

All the departments of our college organized the webinars which were useful to students and teachers. All seminars were proved useful to teachers and students, through activities were online due to pandemic. the participants and other details of each webinar were displayed on the website.

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

7.3.2 - Plan of action for the next academic year

1. Commencement of P.G. in History and Geography

2. Digitalization of all Classrooms

3. Digitalization of Library

4. Commencement of B.Voc

5. Alumni Registration