

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IQA)

1. Name of the Institution: **Patpanhale Arts, Commerce and Science College**

- Name of the Head of the institution : **Dr. Raosaheb Gyanobarao Jadhav**
- Designation: **Principal**
- Does the institution function from own campus: **Yes**
- Phone no./Alternate phone no.: **02359 244528**
- Mobile no.: **09637889837**
- Registered e-mail: scp523@yahoo.in
- Alternate e-mail : --
- Address : **At & Post: Patpanhale-Shringartali, Tal: Guhagar,**
Dist: Ratnagiri, (Maharashtra State) Pin-415 724.
- City/Town : Guhagar
- State/UT : Maharashtra
- Pin Code : 415 724

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **Rural**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify): **Grants-in aid/ UGC 2f and 12 (B)**

- Name of the Affiliating University: **University of Mumbai**
- Name of the IQAC Co-ordinator : **Shri Krishnaji Ramappa Shindhe**
- Phone no. : -

Alternate phone No. -

- Mobile: 09421186417
- IQAC e-mail address: scpiqac@gmail.com
- Alternate Email address: - dr.rgjadhav@gmail.com

3. Website address: www.patpanhalecollege.in

Web-link of the AQAR: (Previous Academic Year): **www.patpanhalecollege.in-NAAC-Cycles-3-AQAR-2017-18**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: **[http://www.patpanhalecollege.in/NAAC/Academic Calendar/2017-18](http://www.patpanhalecollege.in/NAAC/Academic%20Calendar/2017-18)**

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C+	62.60	2004	from:08-01-2004 to: 07-01-2009
2 nd	B	2.35	2013	from:23-03-2013 to: 22-03-2018
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 30-04-2004

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Some of the quality initiatives of the IQAC, during the year 2017-18, are as follows: <ul style="list-style-type: none"> • In all, 04 IQAC meetings have been held during the year 2017-18. • Feedback taken from the students. • As a result of IQAC, out of 08 faculty members, one faculty member has completed the Ph. D. And 06 members are pursuing it. • Built well-knit relationships between the college society and the society through NSS and other 		

activities.

- As a result of persistent requests to the Management, the construction work of the new college building is underway and is expected to be completed at the earliest.

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

*upload latest notification of formation of IQAC: **10-01-2019**

10. No. of IQAC meetings held during the year: **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No -

No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No ☒

If yes, mention the amount: ----- Year: -----

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

Following are the main contributions of the IQAC of the College:

- ❖ Faculty members attended a total of 21 national and international workshops, seminars etc. During the year 2017-18.
- ❖ Out of total faculty members, one faculty member has already completed the Ph. D. and remaining six members are pursuing the Ph. D.
- ❖ Two NSS camps have been conducted during the year 2017-18. These include- a regular residential camp and a special District level camp.
- ❖ Built and continued to build a genuine bond between the college and the society through NSS and other activities.
- ❖ Kept and continued to keep academic standards at expected levels with available infrastructure and facilities.

13. 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
1. To depute the faculty for participation in workshops, seminars etc.	All the faculty members participated in 21 workshops, seminars etc. during the year 2017-18.
2. To purchase required number of books etc. for the College library.	In all, 492 different types of books have been purchased for the college library during the year.
3. To maintain work diaries of the faculty members.	Work diaries by faculty members have been kept to keep record of academic and related activities.
4. To hold NSS camps and different activities under NSS unit of the college for a sense of leadership and service mentality among the students.	Two NSS camps (one district level camp and another regular camp) have been conducted and different activities have been undertaken by the NSS unit of the college.
5. To create different cells, associations etc. as a part of participative management and decentralisation.	In all, 34 different cells, associations etc. have been created to achieve the purpose of part of participative management and decentralisation.
6. To provide education to the needy and socially and economically downtrodden people in consonance with basic vision and mission of the institution.	<p>To institution, to a greater extent has succeeded in providing education to the needy and socially and economically downtrodden people in consonance with basic vision and mission of the institution, with available infrastructure.</p> <p>Of the total 579 students studying in the College, 479 students (i.e. 82%) belong to socially backward categories i.e. St, St, DT, NT, OBC, SBC categories.</p>

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the statutory body: **College Development Council**

Date of meeting(s):

- 1) 14-08-2017.
- 2) 20-04-2018.

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

assess the functioning?

Yes/No: **No**

Date: ----

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: **2017-18**

Date of Submission: **31-08-2018**

17. Does the Institution have Management Information System?

Yes: **Yes** No -----

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

The institution employs the following methods as a part of Management Information System for the flow of information in upward and downward mode. Some of these methods are as follows:

- 1. Notices:** Notices are circulated in the classroom and among the staff members for the dissemination of important information. Such notices are kept as record for future reference.
- 2. Meetings:** Different meetings are held periodically, important points are discussed and information is disseminated in such meetings. These meetings include, staff meetings, Student Council meetings, Meetings of different cells, associations etc. The minutes of such meetings are kept as record for future reference.
- 3. Telephony:** Important information is also disseminated among the student and staff members through telephony.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
<p>1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words</p> <ol style="list-style-type: none">1. Curricula of different subjects are designed by the University and the College has in the same.2. The college takes utmost care in curriculum delivery.3. ‘Academic Plans’, which are usually considered as blue prints for completion of the syllabi of different subjects, are prepared by different faculty members at the beginning of the year for streamlining the teaching work of their subjects. These academic plans outline the week-wise or month-wise syllabus to be completed.4. Time table of different subjects is prepared at the beginning of each and every year.

5. Lectures of different subjects are taken by concerned faculty members strictly according to time table.
6. Even while delivering the lectures, teachers accustomed to use different methods like question-answer method, group discussion etc. to make the lectures most live and effective.
7. Each and every faculty member maintains work diaries to properly record their teaching work completed so far and to be completed in the days to come.
8. As and when the need is felt, faculty members engage extra lectures of their respective subjects during vacation, on Sundays and other holidays for completion of their teachings. Records of such extra lectures are maintained by concerned faculty members.
9. At the end of the year, every faculty member submits syllabus completion report as a proof for having completed the syllabi of their respective subjects.
10. In addition to the above measures, syllabi of different subjects completed and to be completed is discussed in the staff meetings held periodically.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	-	-	-

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
-	-	-	-	-	-
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	-	-

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
-	-	-

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships	
Different Projects are given to different students	Rural Development (B. A.)	16

			M. Com.	26
			Total	42
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	Y
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<u>Feedback from Students:</u>				
As and when the feedback is obtained from the students, it is analysed. Suggestions if any, given by the students are genuinely considered and discussed in the staff meeting. Such suggestions are genuinely considered for bringing about qualitative changes in the working of faculty members.				

CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme		Number of seats available	Number of applications received	Students Enrolled	
F Y B A		120	90	90	
S Y B A		120	61	61	
T Y B A		120	57	57	
F Y B Com.		120	128	128	
S Y B Com.		120	104	104	
T Y B Com.		120	109	109	
M Com. I		60	04	04	
M Com.		60	26	26	
Total		840	579	579	
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

207-18	B A -208	M. Com. I -04	B A -05	00	08
	B. Com.-341	M. Com II.-26	B. Com.-03		
Number of Students:579					
Number of Fulltime Teachers: 08					
Mentor-Mentee Ratio: 1:72.375 (i.e. 8/579)					
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E- resource s and tech niqu es used
-	-	-	-	-	-
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph. D.
11	09	02	NIL	01
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level		Designation	Name of the award, fellowship, received from Government or recognized bodies
-	-		-	-
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Program	Programm	Semester/ year	Last date of the last	Date of declaration of

me Name	e Code		semester-end/ year- end examination	results of semester-end/ year- end examination
FY BA/ FY B Com.		Semester-I	20-11-2017	30-12-2017
		Semester-II	12-04-2018	12-05-2018
SY BA/ FY B Com.		Semester-III	09-11-2017	15-12-2017
		Semester-IV	23-04-2018	25-05-2018
T Y B Com./B. A,		Semester V	20-11-2017	22/02/2017
		Semester VI	03-04-2018	05-04-2018
M. Com. I		Semester I	29-12-2017	10-01-2018
		Semester II	05-01-2018	18-02-2018
M. Com. II		Semester III	20-01-2018	25-02-2018
		Semester IV	25-12-2017	30-01-2018
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
As per the existing rules of the University, no formal Continuous Internal Evaluation (CIE) system in vogue. In spite of being so, students’ progress is by monitored measures like interaction, group discussion and other methods. Moreover, faculty members take tests and tutorials as and when needed. Mentor-teacher s take special care in keeping an eye on the performance of the students and offer special instructions and guidance to the needy students.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
Academic calendar is prepared at the beginning of the year. It provides a framework for conducting academic and also allied activities to be conducted during the academic year. All the examination-related activities are conducted strictly keeping in mind academic calendar except with marginal variations due to situational requirements.				
List of activities usually enlisted in the academic calendar include, semester-wise and class-wise examination schedule, vacations during the year, schedule of NSS activities, schedule of annual social gathering and cultural activities, teaching days (from day 1 to day 180), schedule of programmes of different cells, associations etc. etc.				
Student Performance and Learning Outcomes				
Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the web link)				
Weblink – http://www.patpanhalecollege.in/NAAC/Student Performance/2017-18				
Learning Outcomes				
Programme Outcome-				

Programme Specific Outcome-

Course Outcome-

As far as Programme Outcome, Programme Specific and Outcome Course Outcome, following points are worth mentioning:

1. Outcome of different programme, courses in the form of results are as follows-

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
2017-18- Semester- V				
3A00135	T.Y.B.A	53	45	84.90
2C00135	T.Y. B. Com.	107	49	45.80
2C00534	M. Com.	25	24	96.00
2017-18- Semester- VI				
3A00136	T.Y. B.A	51	48	94.11
2C00136	T.Y. B. Com.	108	87	80.56
2C00533	M. Com.	23	23	100.00

2. The outcomes of different programmes are communicated to students through appropriate mode of communication, include, prospectus, notices, telephony, etc.
3. Required basic infrastructure facilities are made available to the students for completion of the programmes, courses etc.
4. As a result of holding different intramural and extramural activities and programmes, the institution tries to mould the students as responsible citizens.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-

Interdisciplinary Projects	-	-	-	
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by the College)	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
-	-		-	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
-	-		-	
Name of the Start-up				
Nature of Start-up		Date of commencement		
-		-		
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
-	-		-	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
-		-		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	-	-	-	
International	-	-	-	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department		No. of publication		

-				-		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level		National level		Local level
Attended Seminars/ Workshops		11		10		-
Presented papers		11		10		-
Resource Persons		-		-		-
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency		Number of teachers co-ordinated such activities		Number of students participated in such activities	
01	NSS		02		200	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year						
Name of the Activity		Award/recognition		Awarding bodies		No. of Students benefited
-		-		-		-
3.4.3 Students participating in extension activities with Government Organisations, Non-Government						

Organisations and programmes such as Swachha Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
1. “Save Child and Teach Child”	NSS Unit of the College	Street Play	02	18
2. “Problems of Senior Citizens”	NSS Unit of the College	Street Play	02	18
3. “Swachha Bharat Abhiyan”	NSS Unit of the College	Street Play	02	24
4. “AIDS Awareness” in association with Police Station, Guhagar on account of ‘Police Raising Day’	NSS Unit of the College	Street Play	02	38
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
-		-	-	-
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
-	-	-	-	-
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation		Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

-	-	-	-
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES						
4.1 Physical Facilities						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
Rs. 22,48,860.00			Rs. 30,25,731.00			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities		Existing		Newly added		
Campus area		3,900		-		
Class rooms		08		-		
Laboratories		-		-		
Seminar Halls		01		-		
Classrooms with LCD facilities		-		-		
Classrooms with Wi-Fi/ LAN		-		-		
Seminar halls with ICT facilities		-		-		
Video Centre		-		-		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		-		-		
Value of the equipment purchased during the year (Rs. in Lakhs)		-		-		
Others		-		-		
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation
-		-		-		-
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5,475	6,95,580	252	40,080	5,727	7,35,660
Reference Books	2,591	5,97,698	181	51,053	2,772	6,38,751
e-Books	0	0	0	0	0	0
Journals	70	62864	3	500	73	63364
e-Journals	0	0	3	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	38	32,275	1	100	39	32,375
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	1,042	2,21,268	59	10,643	1,011	2,31,911

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	09	-	07	01	-	-	-	2 mbps	-
Added	-	-	-	-	-	-	-	-	-
Total	09	-	07	01	-	-	-	2 mbps	-
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
Total Speed			Download Speed				Upload Speed		
2 MBPS			250 KBPS				50 KBPS		
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
-					-				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
-		-			-		-		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 17,88,860.00	Rs. 26,29,513.00	Rs. 4,60,000.00	Rs. 3,96,218.00
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
Office: <ol style="list-style-type: none"> Care is taken of differently-abled students for making seating arrangements and arrangements are made accordingly as and when the need arises. Firstly, the requirements of the college are listed different faculty members and office staff and the 			

same submitted to the principal. **Secondly**, such requirements, in the form of budget, are placed before the College Development Council for approval. **Thirdly**, after approval by the College Development Council, expenditures are incurred on different heads, throughout the year, according to the requirements.

3. All the works relating to the electrical repairs and maintenance are done by Mr. P. S. Chavan, our office staff member.
4. The services of outside professionals are hired for repairs and maintenance for repairing and maintaining the office equipments as and when the requirements arise.

Library:

- 1) Library budget is prepared at the beginning of the year for approval by the College Development Council.
- 2) Purchases for the library are made throughout the year according to the requirements.
- 3) Verification of the library books is conducted at the end of the year.
- 4) Meetings of Library Committee are held periodically for taking stock of and planning of library activities.
- 5) As a part of interlibrary borrowing facility, library facilities are extended to New English School and Junior College (run by Patpanhale Education Society).
- 6) Journals, periodicals, reference books etc. Are added to the college library as per the requirements of the staff members and only after due approval in the meetings.

Computers:

1. Computer system repairs, maintenance, up gradation etc. are made as and when needed.
2. Every year, an Annual Maintenance Contract (AMC) is made for the repairs and maintenance of the computers and related accessories of the college.

Sports:

1. Students are given due scope for their training and also for their participation in different sports competitions held at intercollegiate, zonal and university levels.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Student Aid Fund	36	35,510
ANGC	Scholarship	17	17,000

Student Welfare Department, University of Mumbai	-	-	16,020		
Financial support from other sources					
a) National		-	-		
b) International		-	-		
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
Vangmay Mandal		15-08-2017	17	Vangmay Mandal of College	
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
-	-	-	-	-	-
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
-		-		-	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	-	-	-
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	06	Patpanhale Arts,	Commerce	Patpanhale Arts,	M. Com.

		Commerce & Science College		Commerce & Science College	
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (e.g. NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

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

Activity	Level	Participants
Annual Sports Activities	College	150
	University	25

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	Bronze	University	06	-	TC-51	1. Teravkar Rani
					TC-55	2. Mohit Asmita
					TC-81	3. Ramane Swapnali
					SA-36	4. Teravkar Jyoti
					FC-57	5. Mahadik Shital
					FA-08	6. Vichare Akshata

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

Students Council:

1. Student's council was formulated on **19-12-2017** as per the regulations of the University of Mumbai.
2. The Council, in all, included **13** students, **04** teacher representatives and the principal as its head.
3. Periodical meetings of the student council are held to discuss the academic and related activities

of the college.

4. In the meetings, an overview of the activities carried on in the previous period. Similarly, Discussions are also held and resolutions are also taken on activities to be undertaken in the coming period.
5. The student's council acts as a podium for the involvement of students in the administrative activities, creation of a sense of belongingness among the students. It works on the model of principles of participative management.
6. During the year 2017-18, **03** meeting of the student council have been held.

Representation of Students on Academic & Administrative Bodies/Committees of the Institution:

1. To adhere to the principle of decentralised working, participative management and inclusiveness in working, entire working of the college is distributed among **34** departments, cells and associations.
2. Every department is headed by a faculty member and it is represented by a student.
3. Meetings of all these cells, associations and committees are held periodically to hold discussions on different activities done and to be done.

5.3 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Particulars of Alumni Association of the college are as follows:

1. The Alumni Association of the college was established in the month of December, 2003.
2. It was registered on **10-07-2009 vide. Registration No. "Mah.3903"**.
3. The association conducts its meetings periodically.
4. The office bearers of the association visit the college regularly for holding the discussions with the staff and the principal of the college on the activities of the college.
5. Some of the usual contributions/activities of the association include- visit to the NSS annual residential camp every year contribution in kind for the said camp, sponsoring prizes for the winning teams/students in the annual sports competitions, etc.

5.4.2 No. of-registered /enrolled Alumni: **1,000**

5.4.3 Alumni contribution during the year (in Rupees) : -

Usually, the Alumni Association does not make any cash contribution for the college. Moreover, it's financial resources, contributions etc, are managed by itself.

5.4.4 Meetings/activities organized by Alumni Association:

Some of the usual contributions/activities of the association include- visit to the NSS annual residential camp every year contribution in kind for the said camp, sponsoring prizes for the winning teams/students in the annual sports competitions, etc.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The College strictly adheres to principle of decentralisation of and participative management. All the activities of the college (other than teaching) are assigned to by creating different cells, departments etc. Each cell or department is headed the principal of a faculty member and also represented by few other faculty members. Moreover, almost all cells and associations represented by a student representatives. Periodically, the meetings of all these cells and associations are held regularly to discuss the work done and to be done.

Under participative management, each and every faculty member is represented on different cells, associations etc. Moreover, students are also represented on almost all, these cells, associations etc. Meetings are held regularly to take stock of the work done and plan for future course of activities. In this way, participative management and inclusiveness is maintained in the institution.

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

Yes/No/Partial: **Partial**

Notices, Meetings, Personal Interactions, Telephonic Information, etc. The institution employs the following methods as a part of Management Information System for the flow of information in upward and downward mode. Some of these methods are as follows:

1. Notices: Notices are circulated in the classroom and among the staff members for the dissemination of important information. Such notices are kept as record for future reference.

2. Meetings: Different meetings are held periodically, important points are discussions are discussed and information is disseminated in such meetings. These meetings include are-staff meetings, Student Council meetings, Meetings of different cells, associations etc. The minutes of such meetings are kept as record for future reference.

3. Telephony: Important information is also disseminated among the student and staff members through telephony.

6.2 Strategy Development and Deployment	
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):	
❖	<p>Curriculum Development: Curricula of each and every subject of all the classes are designed and developed by the University of Mumbai to which the college is affiliated. Hence the college has no direct or indirect role in the curriculum design and development.</p> <p>But the college the college takes a lot of care in the time-bond completion of the syllabi of different subjects by preparing time-table at the beginning of the year.</p>
❖	<p>Teaching and Learning: To make teaching more effective, merely chalk-and-talk method is not resorted to. To make it more effective and student-friendly, different methods like interactions with the students, mentor-mentee system, personal counselling etc. are used. It is firmly believed that, all these methods go a long way in making the teaching and learning more effective.</p>
❖	<p>Examination and Evaluation: At present, question papers of all the subjects are set by the University and the college conducts the examinations. T Y B A and B. Com answer papers are assessed on line by the faculties. Answer papers of different subjects of F Y and S.Y. B. A. and B. Com classes are assessed at the college level. Transparency is maintained in the entire examination process subject to prevailing rules and regulations of the University. Student grievances, if any, are done away immediately, as per the rules stipulated by the University.</p>
❖	<p>Research and Development: No minor or major research activities have been undertaken by the faculty members during the year. Almost all faculty members have been involved in the Ph. D. studies in their respective subjects. In the next 2-3 years, almost all the faculty members are expected to possess Ph. D. degree. In addition to this, almost all faculty members have attended seminars, conferences etc. as and when conducted outside elsewhere and presented the research articles and also in research journals.</p>
❖	<p>Library, ICT and Physical Infrastructure / Instrumentation: ----</p>
❖	<p>Human Resource Management:</p> <p>With regard to Human Resource Management following points are worth mentioning-</p> <ol style="list-style-type: none"> 1) Appoint of different personnel are made as per the rules and regulations of UGC and Government of Maharashtra. 2) Different aspects of the services of the personnel are governed by Service Rules 3) The service records are maintained by the college and periodically authenticated by concerned authority. 4) Due procedure is followed in respect of promotion of personnel as and when their promotions

fall due.	
❖	Industry Interaction / Collaboration: ----
❖	Admission of Students: Admission of the students is done through electronic mode. In spite of being so, hard copies of duly filled in admissions are kept by the college for future reference.
6.2.2 : Implementation of e-governance in areas of operations:	
❖	Planning and Development: ----
❖	Administration: Administrative activities are carried on partially in electronic mode and partially in conventional mode.
❖	Finance and Accounts: Certain financial transactions are carried (e.g. payment of University fees, staff salaries etc.) through on line. Other transactions are carried in traditional mode. Accounts of the office are kept through Tally accounting software.
❖	Student Admission and Support: Admission of the students is done through electronic mode. In spite of being so, hard copies of duly filled in admissions are kept by the college for future reference.
❖	Examination: Certain examination related activities (e.g. confirmation of admission, downloading of question papers, submission of internal assessment marks, etc.) are done in e-governance mode. Other activities are done in old pattern.

6.3 Faculty Empowerment Strategies				
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-18	1. Prof. P. S. Bhagwat	Different Conferences, Seminars etc.	Different Colleges institutions etc.	2,300.00
	2. Prof. S. S. Khot	Different Conferences, Seminars etc.	Different Colleges institutions etc.	7,230.00
	3. Prof. P. A. Desai	Different Conferences, Seminars etc.	Different Colleges institutions etc.	2,100.00

	4. Prof. P. T. Sanaye	Different Conferences, Seminars etc.	Different Colleges institutions etc.	1,000.00
	5. Prof. N. N. Sakpal	Different Conferences, Seminars etc.	Different Colleges institutions etc.	216.00
	6. Prof. J. S. Jadhav	Workshops and Seminar.	<ul style="list-style-type: none"> Anandibai Raorane College College, Vaibhavwadi. A. S. P. College, Devrukh. 	3,880.00
	7. Prof. L. M. Gajbhiye	Different Conferences	Different Colleges institutions etc.	2,170.00
	8. Dr. D. Y. Parkhe	Different Conferences	Different Colleges institutions etc.	1,960.00

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
-	-	-	-	-	-

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
-	-	-

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

Teaching		Non-teaching	
Permanent:	-	Permanent:	-
	Fulltime: -		Fulltime/temporary: -

6.3.5 Welfare schemes for

Teaching	-	
Non-teaching	Uniforms	Rs. 4560.00
	Washing Allowance	Rs. 1440.00
	Total	Rs.6,000.00
Students	Amount Distributed from Student Welfare Fund of the College	Rs. 35,510.00
	Financial Assistance to Students as Honorarium under “ Earn while you Learn Scheme” (Fees Reimbursed by the College)	Rs. 3,630.00

6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
-		-		-
6.4.2 Total corpus fund generated -				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Autho rity
Academic	-	-	-	-
Administrative	--	--	-	--
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
Parent – Teacher meetings, particularly, of the parents of TY BA and TY B. Com. classes are held at least once in a year. In these meetings, important suggestions are given by the parents. These suggestions are genuinely considered by the institution and used for bringing about improvements in its working.				
6.5.3 Development programmes for support staff (at least three)				
Development Schemes for the support staff include the following:				
1. Support staff members are sent to attend training programmes as and when the opportunities and need arise.				
2. Meeting of such staff members are convened regularly by the principal to overview the work done and to be done by them.				
3. They are deputed to attend workshops or equivalent programmes to enable them to update their knowledge.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No): Yes				
b. Participation in NIRF : (Yes /No): No				
c. ISO Certification : (Yes /No) No				
d. NBA or any other quality audit : (Yes /No) No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-- ----)	Number of participants
	-	-	-	--

	-	-	-	-
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
-	-	-	-

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Of the total energy requirements of the College, 20% requirements are met through solar energy (renewal energy sources)

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	-
Provision for lift	No	-
Ramp/ Rails	No	-
Braille Software/facilities	No	-
Rest Rooms	No	-
Scribes for examination	No	-
Special skill development for differently abled students	No	-
Any other similar facility	No	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

-	-	-	-	-	-	-
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title	Date of Publication			Follow up (maximum 100 words each)		
Prospectus	At the beginning of the Academic year, 2017-18.			-		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)			Number of participants	
A Street play on “Lek Wachava, Lek Shikava”(“Save the Female Child and Teach the Female Child”		On 08-08-2017			18	
A Street play on “Problems of Senior Citizens” by NSS volunteers		08-08-2017			18	
Holding of A Special Annual Rural Reconstruction NSS Camp		08-10-2017 to 14-10-2017			122	
Presented Street Play on “Swachha Bharat Abhiyan”		06-01-2018			24	
Presented Street Play on AIDS Awareness in association with Police Station, Guhagar on account of Police Raising Day		06-01-2018			38	
Held a Special Rural Reconstruction Residential NSS Camp		02-02-2018 to 08-02-2018			100	
Celebration of different days on the occasion of Annual Social Gathering of the College		21-01-2018			150	
Visit to different villages of Guhagar Taluk for contacting the parents and students for pursuing their wards for continuing their education		On different dates			08	
Took active part in the Patpanhale Marathon-2018 conducted by Patpanhale Education Society.		On 14-01-2018			200	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
-						
7.2 Best Practices						
Describe at least two institutional best practices						

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

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the **web link** of the institution in not more than 500 words

8. Future Plans of action for next academic year (500 words)

Plan of Action for the year 2018-19 include the following points:

- 1)** To purchase required number of reference and text books for the college library.
- 2)** To train the students intensively so as to enable them to c participate in sports competitions as and when they are held elsewhere.
- 3)** To make different types of preparations in view of NAAC reaccreditation to be made in near future.
- 4)** To depute the faculty members for participation in workshops, seminars, conference etc. For updating their knowledge base.
- 5)** To encourage those faculty members to register for Ph. D. if they have not yet registered for it or completed it.
- 6)** To hold teaching and non-teaching staff members regularly for reviewing the work already done and the work to be done.
- 7)** To encourage and train the students to participate in cultural competitions.
- 8)** To hold teaching, non-teaching, parent-teacher and other meetings regularly.
- 9)** To maintain work diaries for streamlining the academic and other related activities.
- 10)** To made genuine efforts for computerisation of the library and become members of INFLIBNET for accessing e-books.

Name: Krishnaji Ramappa Shindhe



Signature of the Coordinator, IQAC

Name: Dr. Raosaheb Gyanobharao Jadhav



Signature of the Chairperson, IQAC

Principal

Patpannare Arts Commerce & Science College,
Shringartali, Tal. Guhagar
Dist. Ratnagiri 415724 (Maharashtra)



Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

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