Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**PATPANHALE EDUCATION SOCIETY'S 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.	**02359244528**
Mobile no.	**9637889837**
Registered Email	**scp523@yahoo.in**
Alternate Email	**scpiqac@gmail.com**
Address	**At&Post:Patpanhale, Tal: Guhagar, Dist:Ratnagiri (Maharashtra State) PIN-415724**
City/Town	**Guhagar**
State/UT	**Maharashtra**

Pincode	**415724**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Krishnaji Ramappa Shindhe**
Phone no/Alternate Phone no.	**02359244528**
Mobile no.	**9421186417**
Registered Email	**scpiqac@gmail.com**
Alternate Email	**scp523@yahoo.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.patpanhalecollege.in/NAAC/AQAR-2018-19.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.patpanhalecollege.in/NAAC/Academic_Calender_2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C+**	**62.40**	**2008**	**08-Jan-2004**	**07-Jan-2009**
2	**B**	**2.35**	**2013**	**23-Mar-2013**	**22-Mar-2018**

6. Date of Establishment of IQAC	**30-Apr-2004**

7. Internal Quality Assurance System

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
Feedback from Alumni	15-Jul-2020 2	105
Feedback from Employers	15-Mar-2020 2	7
Feedback from Teachers	10-Sep-2020 2	10
Feedback from Students	09-Oct-2019 2	425
IQAC Meeting	02-Feb-2020 1	4
IQAC Meeting	25-Jan-2020 1	13
IQAC Meeting	22-Aug-2019 1	11
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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
Nil	NA	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1) The college has been shifted to the new building on 27/11/2019. Kept and continued to keep academic standards at expected levels with available infrastructure and facilities. Arranged online teaching and examination during COVID19 lockdown period.

2) Faculty members attended a total of 4 national and international workshops, seminars etc. during the year 2019/20. Out of total faculty members, five faculty members have already completed the Ph. D. and remaining five members are pursuing the Ph. D. Out of total faculty members, five faculty members have completed the Ph. D. and remaining five members are pursuing the Ph. D.

3) One NSS camp has been conducted during the year 2019/20. Built and continued to build a genuine bond between the college and the society through NSS and other activities.

4) 5 faculty members published Research papers in National and International conferences. 6 faculty members have attended webinars on different themes.

5) Reached one MoU with Bajaj Finserv for conducting a Certificate programme in Banking, Finance and Insurance. Commenced a Certificate course in English Communicability.

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

Plan of Action	Achivements/Outcomes
To implement new method of continuous internal evaluation of students.	Introduced a new method of continuous internal evaluation of students named 32 tips.
To work for sustainable development of society by arranging various activities.	Arranged various programmes for sustainable development of the society.
To develop Green campus	Development of green campus is in process
To initiate Automation of Library	Started automation of Library by installing SOUL Software.
To promote the IT based teaching-learning	IT based teaching-learning process is going on
To install CCTV cameras	Installed 14 CCTV cameras
To initiate some MoUs	One MoU reached with Bajaj Finserve
To start Certificate Course in English Communicability and a Certificate programme in Banking, Finance and Insurance.	One Certificate course in English communicability and one Certificate programme on Banking, Finance and Insurance have been started.

To shift College in the new building	College has been shifted to the new building on 27/11/2019.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee	18-Apr-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2020**

Date of Submission	**13-Jan-2020**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton 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 students and staff members through telephony. 4. WhatsApp : Important information is also disseminated among the student and staff members through various WhatsApp groups.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

To ensure effective curriculum delivery, the College devises and adheres to the following practices. 1. Perspective Plan: Long-term plans are prepared by the College keeping in mind the long-term objectives to be achieved by it. It pays due attention towards to the long-term goals to be achieved, resources available and the possible changes likely to take place in the future. 2. Action Plan: An Action plan envisions activities to be undertaken in short term and are prepared in light of the perspective plan. This action plan is prepared and documented promptly by the College. Such a plan enables the institution to devise and implement its day-to-day activities. 3. Academic Calendar: This calendar is prepared at the beginning of every year. This is aimed to streamline the day-to-day activities of the institution and also to avoid lapses and undue deviations. All the academic activities, throughout the year are undertaken keeping in mind the academic calendar. Thus the academic calendar provides direction to all the activities of the institution. 4. Academic Schedule (Time-table) : We prepare every year academic schedule or Time-table allotting class-wise, subject-wise, workloads of the Teachers. The college displays it at the beginning of the academic year for information of the stakeholders. It is responsibility of the Principal to supervise the Time-table and functioning of the teachers. If a teacher is on leave, alternate provision is made for work to be done for the students. Thus the Time-table is a weekly statement of workload to be done by the teachers for the students of the college. 5. Academic Diaries (Work Diaries): All the faculty members in the institution maintain Academic Diaries. It records of planning, implementation and an undertaking with regard to completion of syllabi of all the subjects by the teachers and along with it, it records all other activities undertaken by them.The diary includes Personal Information of teachers, Individual Timetable, Annual Teaching plan, Text and References used, Professional Developmental Activities, Extension Activities, Cells and Association related activities, Examination related works, Contribution to corporate and social life, Awards, Fellowship, Grants, Counseling of Students and Leave Record 6. Cells and Associations: The establishment of Cells and Associations is based on the basic concept of decentralisation and participative management. A number of cells and associations have been established in the College, for undertaking specific activities. Usually, the faculty member heads each cell or association. In addition to this, few other faculty members and student representatives are also included therein. These cells and associations hold periodical meetings to take stock of the activities done and to plan the activities to be undertaken in future. 7. Completion Report: At the end of every academic year, each faculty member gives completion report with regard to the activities undertaken by him or her throughout the year. This is done to ensure that the academic and other plans duly adhere to the work done by the teachers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Certificate course in Banking, Finance and	--	01/07/2019	36	Entreprene urship	Skill development

Insurance Certificate course in English Comm unicability	--	02/08/2019	120	Employabil ity	Skill development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Ayurvedacharya	Nill	01/06/2019
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	1) Marathi, 2) History, 3) Political Science, 4) Economics, 5) Rural Development	01/06/2019
BCom	Commerce and allied courses	01/06/2019
MCom	Management	01/06/2019

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

	Certificate	Diploma Course
Number of Students	61	Nil

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) Foundation Course	01/06/2019	475
2) Business Law	01/06/2019	99
3) Advertising and Sales Promotion	01/06/2019	11
4) Business Ethics and Corporate Social Responsibility	01/06/2019	11
5) Environmental Studies	01/06/2019	125
6) Organisational Behaviour	01/06/2019	5
7) Human Resource Management	01/06/2019	5
8) Introduction of Effective Communication	01/06/2019	125
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1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Foundation Course	224
BA	Foundation Course	147
BA	Rural Development	75
MCom	Research Methodology	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The institution collects feedbacks from different stakeholders who have direct stake in its working and who play an instrumental role in its development. A committee is constituted for this purpose. This committee is responsible for conducting all such feedbacks and preparing reports. Thereupon, such reports are submitted to the Principal for further action. The Principal places these feedbacks before the Governing Body of the Management. After evaluative remarks on feedbacks of the Governing Body, an action taken report is prepared by the Principal with its execution. Action taken report is placed on the website of the College. At present, feedbacks are collected by the institution from the following stakeholders: 1. Students on teachers 2. Employers 3. Alumni and 4. Teachers. Feedbacks from above stakeholders are collected by the institution every year at convenient dates through structured questionnaires. The institution has been collecting the feedback from students since last several years and the feedbacks from other stakeholders have been collected since last one-two years. Specifically prepared and printed blank forms of questionnaires are distributed and got filled from the concerned stakeholders. Following multi-stage mechanism is applied for entire feedback system in respect of all the stakeholders in the institution. 1. Distribution of Feedback Forms 2. Getting the feedback forms filled by concerned stakeholders 3. Analyzing the feedback forms (Sampling technique applied in respect of students' feedback) 4. Feedback summary is submitted to IQAC 5. IQAC submits feedback summary to CDC 6. CDC submits feedback summary to GC 7. Ultimately the institution initiates action on feedback and takes measures for their implementation. Analysis and Utilization for Overall Development of the Institution: In the IQAC and the staff meetings, the suggestions and other contents of the feedbacks collected from different stakeholders, are widely discussed. As a last step of feedback mechanism, the Principal of the institution issues letters to the concerned teachers clearly mentioning therein the suggestions given by students, managements etc. for bringing about overall improvements in the working of the institution. Thus, the institution genuinely keeps the contents of different feedbacks for bringing about overall changes in its working. The institution considers the inputs of different feedbacks as bases for improving its overall

performance. Such inputs are frequently and widely discussed by the institution in different types of meetings and thereby efforts are made to bring qualitative improvements in its working. Inputs of different types of feedbacks are used to identify the thrust areas and to overcome weak points in its normal working by the institution. Such suggestions and recommendations, given in feedbacks, are used for bringing about qualitative changes in curricular, co-curricular and extra-curricular activities of the institution. Thus these feedbacks enable the institution to overcome the challenges, identify its weak points, further solidify its strengths and thus ultimately enable it to bring about overall qualitative changes. The college uploads on its website - 1) Feedback collection 2) Analysis of feedback 3) Action taken report

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Marathi	360	150	150
BA	Rural Development	360	76	76
BA	Economics	360	75	75
BA	Political Science	360	123	123
BA	History	360	124	124
MCom	Management	120	16	16
BCom	Commerce and allied subjects	360	328	328
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	527	16	9	Nill	3

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
9	9	1	Nill	Nill	Nill
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Role of a Mentor: Mentors provide leadership and guidance to students. Their main goal is to assist students with the transition from high school to college. Mentors are asked to assist one to two students at first, but request additional mentees if desired. The mentor meets with his/her mentees at least three times during the term to establish a mentoring bond and provide them with useful information to navigate the college systems. Peer mentors provide appropriate support and referrals. They also attend campus functions, assist staff with limited on-campus events whenever possible and serve as spokespersons for the student support services programs. A mentor is volunteered to assist in the Peer Mentor program because of his/her genuine interest in the educational and personal advancement of other students. He/she functions as a college navigational guide, coach, friend, and a positive role model. Mentors also rely on other sources of communication to include phone, email, text messages etc. As a role model, a mentor helps other students find success in college. They assist a new student in locating resources, understanding the cycle of college events and activities, understanding student responsibilities, and most importantly, help install confidence and help others discover their own potential in navigating college and life itself. The mentor is there to answer questions, remind students of their obligations, assist in finding campus resources or staff assistance, and provide encouragement and motivation to new students. PROCESS: 1) The mentor is the first to reach out to the student by phone, email etc. 2) Meets one-on-one to meet one another to discuss needs and expectations as well as begin to learn about one another personally. 3) Discusses the college community. Talk about the cycle of education and academic responsibilities. Discuss the importance of measurable short and long-term goals in regard to career and educational objectives. 4) Discusses resources available to the students to include activities sponsored by Student Support Services, Library services, Career Services, academic advising and other programs essential for success. 5) Talks about the best method of communication, how often to meet, boundaries and guidelines for reaching out for help, and expectations for replying to one another. Characteristic of a mentor: Reliable, dependable, accountable, respectful, patient, trustworthy, a good listener, a leader, and a person who seeks to make a difference in the life of another. A mentor is a self- starter but is willing to ask for help. The mentor must be confident in your ability to be a leader, be comfortable talking with others, possess excellent organizational and time management skills, and communicate with peers and student support staff. A mentor has a good understanding of the college community and is committed to the responsibilities in leading others to becoming a successful student. ? Sets an example of good behaviour ? Gives spontaneous feedback ? Encourages mentees to take charge of their life ? Is a resource person for academic and personal referrals

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
543	10	1:54

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	10	1	Nill	5

2.4.2 – Honours and recognition 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
2019	Nill	Assistant Professor	Nill
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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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end

				examination
MCom	2C00533	3	03/01/2020	13/02/2020
MCom	2C00531	1	02/01/2020	12/02/2020
BCom	2C00145	5	01/10/2019	10/12/2019
BCom	2C00143	3	03/10/2019	14/11/2019
BCom	2C00141	1	03/10/2019	14/11/2019
BA	3A00145	5	10/10/2019	20/12/2019
BA	3A00143	3	03/10/2019	14/11/2019
BA	3A00141	1	03/10/2019	14/11/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

There is little scope for radical changes to be done by the College as the entire evaluation is to be done as per the norms of the University of Mumbai. In spite of being so, the College has tried its level best to bring reforms in the evaluation system whenever there is a scope for it. Keeping in mind the norms of the University, the evaluation of internal examinations are carried out. 1. The institution is always experimenting with different modes and using modern means. 2. As per the University of Mumbai norms, the internal examinations are conducted as per the time-table set by the College and after evaluation of answer papers, such marks are sent to the University (As applicable for certain years and classes). Schedule of such internal examinations are prepared well in advance. 3. Being within the framework of norms of the University, the institution applies novel practices for bringing about reformation in the evaluation system. 4. For the internal evaluation of the students, the College has developed 32 Tips/ Techniques. The college has taken care of needs and requirements for enhancements of students while developing these tips and techniques. Some techniques are practice-oriented. To maintain the records, a separate internal evaluation Committee is formed. This committee devises the schedule of the internal evaluation, assignment. a. This technique has 32 different techniques for the evaluation of the performance of the students. Some of these include- library visits, conducting survey works, projects, case studies, general knowledge tests etc. In addition it also includes monthly tests, pre-examinations, seminars, tutorials, presentations, group discussions, preparing wall magazines etc. b. Every teacher prepares the plan under this system for different activities to be conducted throughout the year/ semester. Record of activities done is kept by the teachers. The process of evaluation includes, setting of question papers, conduct of tests, maintenance of attendance of the students, assessment of papers, performance measurement by assigning marks, maintaining mark sheets by the teachers classroom discussions with the students by the concerned teachers. c. Though conducting all the activities is not possible under this method due to paucity of time, teachers conduct most of the activities for the assessment of the performance of the students. d. At the end of the year/ semester, all teachers submit descriptive information about activities conducted under this practice.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares and implements a comprehensive academic calendar for undertaking and completion of academic and related activities of the College throughout the year. The institution has adopted a novel concept of "32 tips/ Techniques" for planning and streamlining the assessment of performance of students periodically. These 32 tips include library visit, survey works, projects, case studies, general knowledge tests, monthly tests, pre-

examinations, seminars, tutorials, home assignment, presentations, group discussion, classroom assignments, off-period assignments, practical works, wall magazines, poster making, elocution, story writing, multiple choice questions solution, book reviews, story narration in English, manuscripts, self-study related to academic matters, research reading, preparing notes, preparing schedules, diagrams, solving statistical and mathematical problems in accountancy, model making, interactive sessions and off-period works etc. Therein, we have also prepared a calendar for Continuous Internal Evaluation (CIE). Some of its contents include- library visits, survey works, projects, case studies, general knowledge tests, monthly tests, pre-examinations, seminars, tutorials, home assignments, presentations, group discussions etc. This concept is a comprehensive and all-pervasive and is specially designed to assess the students in academic and related matters. Though all these tools are not employable, of late many of them have been used by the institution. Though it is not possible to implement all the activities mentioned in 32 tips, this technique provides a base of for planning, implementation, evaluation and recording of being undertaken by them. The above novel techniques provide a broad framework for systematically assessing the performance of the students internally. Implementation of the technique: 1. At the beginning of the academic year, every faculty members prepare a plan of activities to be undertaken for assessment of activities throughout the year. 2. Keeping in mind the above plan, they undertake activities. 3. At the end of the year, they submit the report of the activities undertaken by them. Faculty members maintain work dairies for planning the individual plans and recording the actual activities undertaken by them. These work diaries become permanent record of performance of each individual faculty member and is also considered to be base for future reference. In addition to above, following activities are also undertaken by the College for the Continuous Internal Evaluation of the students. a. The institution strictly follows the norms of the University in respect of examination and evaluation. During the assessment period there was a shift from internal evaluation to entirely external evaluation. b. The Examination Cells of the College prepares and submits time-table of all the examination related activities well in advance for the convenience of the teachers and students. c. Academic plans are prepared by individual teachers for undertaking examination related and evaluation related activities. d. As the college well-chalked plan for its different activities, it seldom faces any difficulties in evaluation-related activities.

2.6 – Student Performance and Learning Outcomes

2.6.1 – 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 weblink)

http://www.patpanhalecollege.in/NAAC/Programme_Outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PGCOM	MCom	Management	5	5	100
UGCOM	BCom	Commerce and allied subjects	103	103	100
UGARTS	BA	Marathi, History, Political	52	52	100

| Science, Economics & Rural Development | | | | |

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.patpanhalecollege.in/NAAC/NAAC%20-%20Feedback%20-%202019-20.pdf

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 year
Any Other (Specify)	0	Nill	0	0

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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
Workshop on Human Resource	Commerce	20/11/2019
SWAROOP Workshop	Commerce	14/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Youth Parliament	Miss. Saune Madhuri Sopan	Ministry of Youth Affairs and Sports, Government of India	27/01/2019	District Youth Parliament

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nill	Nill	Nill	Nill	Nill	01/06/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NA	Nill	0
International	NA	Nill	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	2
History	1
Commerce	1
Political Science	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nill	Nill	Nill	2019	0	Nill	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nill	Nill	Nill	2019	Nill	Nill	Nill

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	4	Nill	Nill
Attended/Seminars/Workshops	Nill	3	Nill	1

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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 participated in such activities	Number of students participated in such activities

1st Term Training Programme	Life Long Learning Extension	2	26
NSS Foundation Day	NSS Unit of the College	2	94
2nd Term Training Programme	Life Long Learning Extension	2	24
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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	Number of students Benefited
NA	NA	NA	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh 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 participated in such activites	Number of students participated in such activites
NSS Foundation Day	NSS Unit of the College	Orientation of Students	2	94
1st Term Training Programme	Life Long Learning Extension, University of Mumbai	1st Term Training of the students	2	26
2nd Term Training Programme	Life Long Learning Extension, University of Mumbai	2nd Term Training of the students	2	24
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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
Student Job Training	17	Patpanhale Arts, Commerce and Science College	3
Student Job Training	40	Patpanhale Arts, Commerce and Science College	1
Faculty Exchange	80	Patpanhale Arts, Commerce and Science College	15
[View File]()			

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	Name of the	Duration From	Duration To	Participant

Student Job Training	Field Trip	Konkan Agro-University, Dapoli, Dist-Ratnagiri - Mr. Sanjay Bhave - Mob: 9422556565	01/06/2019	31/03/2020	17
Student Job Training	Field Visit	Dali Krupa Hair Tonic Pottery Industry, Dhopave, - Mr. Rajan Dali - Mob: 9422052029 Dist-Ratnagiri	01/06/2019	31/03/2020	40
Faculty Exchange	Faculty Exchange	Natu College, Margatamhane - Prof. Dongre - Mob: 9420970821	01/06/2019	31/03/2020	80

[View File](#)

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/Activities	Number of students/teachers participated under MoUs
Bajaj Finserv Activate	26/04/2019	Certificate Programme in Banking, Finance Insurance	40

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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
450000	150438

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments	Newly Added

purchased (Greater than 1-0 lakh) during the current year	
Value of the equipment purchased during the year (rs. in lakhs)	Nill
Video Centre	Nill
Seminar halls with ICT facilities	Nill
Classrooms with LCD facilities	Nill
Laboratories	Nill
Class rooms	Existing
Campus Area	Existing

[View File](#)

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 patially)	Version	Year of automation
SOUL 2.0 LIBRARY MANAGEMENT SOFTWARE	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6020	792445	208	37910	6228	830355
Reference Books	3087	741739	297	127195	3384	868934
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	16	74579	Nill	Nill	16	74579
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	40	32375	Nill	Nill	40	32375
Library Automation	Nill	Nill	1	35400	1	35400
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	1137	240031	95	21019	1232	261050

[View File](#)

4.2.3 – 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	Date of launching e-

			is developed	content
0	0		NA	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	9	0	7	1	0	0	0	10	0
Added	3	0	1	0	0	1	0	10	0
Total	12	0	8	1	0	1	0	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

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
NA	Nill

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 incurredon maintenance of physical facilites
1072000	621571	682000	573953

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has constituted a committee for maintenance and utilization of infrastructure and support services. The committee conducts its meeting regularly, takes decisions pertaining to cleaning, maintenance, caring of damages, if any, and explain such things. Service staff has given the responsibility to implement the decisions taken. The matter of resource allocation and utilization has been discussed by the Principal with the staff by conducting staff meetings. Based on such outcomes and with some additions and deductions, the budgetary statement is prepared by the Principal. The budget involves all components of the College i.e. all of its expenses and requirements. The Principal keeps requirements and financial provisions available before the College Development Committee for its approval. The principle of economy is practiced everywhere viz. on the occasion of pre-purchase, purchase etc. Physical Facilities: Under normal circumstances, the physical facilities like classrooms, computers, library etc. are made available to the students who have got admission and are studying in the College. Charges for these facilities are collected at the time of admission of the students by the College as suggested by the statutory body. The classrooms, boards and furniture are used usually for the benefit of students for teaching-learning. In addition to this, these facilities are made available for the use by the

government authorities and NGOs for conducting functions, examinations etc. if the request is received from the concerned authorities in this regard, only when such facilities remain unused by the College. The institution has a mechanism for maintenance and upkeep of the infrastructure facilities and equipment of the College. Library equipment are maintained by library attendant of the College. Furniture and all others are maintained by office staff with the help of skilled technicians like electricians, plumbers, etc. on hire basis. The maintenance of departmental equipment is done regularly by the concerned heads. The maintenance of equipment like invertor, zerox machine, toilets, pump system, water purifier, CCTV, fire extinguishers etc. is done on hire basis. Most of the computers have internet connections. All the stakeholders of the College enjoy equal opportunities for access to and use of these facilities. Installation of internet connectivity, repairs and maintenance of computers and other electronic gadgets are given to Mr. Kaushik Kolvankar through an Annual Maintenance Contract (AMC). Academic and Support Facilities: Though the academic support facilities, like library, the sports and the other platforms supporting the overall development of the students like NSS or Competitive examination cell are meant to be used for the benefit of the students. There is unhindered entry for the College library for the College students, Library caution deposit is collected from the students at the time of their admission in to the College. The library budget is decided well in advance by the College at the commencement of each academic year and approval for the same is obtained by the Governing body of the Management and also CDC. In the same meeting, the utilization of funds in the previous year is also discussed.

http://www.patpanhalecollege.in/NAAC/SSR-3/C4/4.4.2%20-%20Link%20for%20Procedures%20of%20Maintanance.pdf

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, ANGC, Earn and Learn Scheme	43	32584
Financial Support from Other Sources			
a) National	Scholarship and Freeship	Nill	0
b)International	0	Nill	0
View File			

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 implemetation	Number of students enrolled	Agencies involved
Soft Skill : SWA-ROOP	14/01/2020	40	Bajaj Finserve
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of

scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passedin the comp. exam	studentsp placed
2020	CPBFI - Career Counselling	40	40	Nill	Nill

View File

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	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
--	Nill	Nill	--	Nill	Nill

View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2	B.A.	Arts	One each in IDOL, Mumbai University and DBJ College, Chiplun.	M.A.
2020	5	B.Com	Commerce	Patpanhale Arts, Commerce and Science College	M.Com

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nill
SET	Nill
SLET	Nill
GATE	Nill

GMAT	Nill
CAT	Nill
GRE	Nill
TOFEL	Nill
Civil Services	Nill
Any Other	Nill

View File

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

Activity	Level	Number of Participants
7) Cross Country Competition - 29/08/2019	University	14
6) Folk Dance Competition - 20/12/2019	District	9
5) Folk Dance Competition - 24/09/2019	University	10
4) Collage Competition - 19/09/2019	University	1
3) Elocution Competition - 28/08/2019	University	1
2) Folk Dance Competition - 21/08/2019	University	16
1) Poster Making Competition - 03/03/2020	University	2
8) Kabaddi Competition - 12/10/2019	University	12
9) Kho-Kho Competition - 16/11/2019	University	12

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Silver Medal	National	Nill	1	FA-03, FA-11, FA-55, SA-20, SA-50, SA-75, FC-02, FC-10, FC-62	1) Mrunal Anant Raut 2) Komal Kashiram Sakpal 3) Manali Anant Ghanekar 4) Saloni Anant Raut 5) Harshada

						Dilip Shitap 6) Chhaya Mahesh Thombare 7) Akshata Ashok Agre 8) Latika Laxman Solkar 9) Shyamli Sham Bobhaskar
2020	Silver Medal	National	Nill	1	FA-03, FA-11, FA-55, SA-20, SA-50, SA-75, FC-02, FC-10, FC-62, TC-11	1) Shyamli Sham Bobhaskar 2) Mrunal Anant Raut 3) Prajakta Santosh Mahadik 4) Sanjana Macchindra Kolge 5) Saloni Anant Raut 6) Harshada Dilip Shitap 7) Chhaya Mahesh Thombare 8) Akshata Ashok Agre 9) Harshala Sandip Vaidya 10) Harshana Sanjay Shigwa
2020	Consolation Prize	National	Nill	1	TC-55	Rutuja Ravindra Pawar
			[View File](#)				

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

1) GENERAL: The institution devises Student's Council every year adhering to the provisions made in the Maharashtra Universities Act, 1994 and the guidelines issued by the affiliating University from time to time. In the year 2019-20, the new Act that is the Maharashtra Public Universities Act, 2016 implemented but no guideline was issued in the year to form the student's council. So, for the smooth functioning of the College, the College formed

student's council on its own. Each class representatives are nominated by the principal on the basis of their merit in the previous examinations. 5 ladies' representatives are also nominated. Nominations are made adhering to the nomination policy. 2) THE STUDENT COUNCIL: • SELECTION PROCEDURE OF STUDENTS ON THE COUNCIL: Class representatives are selected for each of the class on the basis of highest marks obtained by the students tentatively in the second or third week of first semester of every year. After selection of class representatives, the secretary of the Student's Council of the College is elected and the general body of the students' council is constituted as per the norms of the University of Mumbai. Thus, the secretary of the Student's Council of the College, will act as the liaison between the College on the one hand and all the students of the College on the other hand. • DUTIES AND RESPONSIBILITIES: a) The meetings of the students' council of the college periodically. b) To hold the annual days and related activities of the College smoothly. c) To prevent ragging or any other untoward incidents in the College. d) To suggest measures for improving the performances of the College. e) To bring to the notice any problems being faced by the College students to the College Administration. f) To help to maintain an innovative, creative and cordial atmosphere among the students. g) Suggesting the College administration for improving student amenities. • MEETINGS: The meetings of the students' council are held periodically. In such meetings, the class representatives discuss the problems being faced by the students in general in the day-to-day activities. Grievance, if any, being faced by the college students are discussed and efforts are also made for their solution. • ROLE: The student council plays an important role in the development of the institution. Meetings of the student council are conducted from time to time. It represents entire student community and has helped to take decisions related to teaching-learning process. Also suggestions of the students for effective teaching and allied practices are taken by the Principal Students' representatives are involved in academic activities and cells associations of the institution. Cells and associations of the institution perform to curb non-academic influences detrimental to the maintenance of discipline, standard and excellence of the institution. These bodies play a crucial role in designing activities to be arranged for the benefit of the student community. They also help to maintain the healthy and educational atmosphere of the College, with their prime view.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Particulars of Alumni Association of the college are as follows: The College has a registered alumni association. It was established on 16/03/2009. It was registered on 06/10/2009 vide Registration No. Maharashtra 3903. The Association registered 853 alumni. In this connection, following points are noteworthy: 1. The alumni association of the College provides a platform for exchanging ideas among the present students, alumni, faculty members, and other members of the association. 2. It gives suggestions for furtherance of excellence of education being provided in the College. 3. It strives for collecting funds for carrying its activities. 4. It sponsors sports activities to be conducted annually on the occasion of annual social gathering of the College. 5. It supports different activities to be conducted in the seven days' Residential camp of NSS unit of the College by extending material support. 6. It encourages and assists the students of the Institute in various academic and cultural activities. 7. It extends every sort of cooperation and assistance to the Institute in its efforts for the growth and development of education. 8. It acts as liaison between the past and present of the College and constantly encourages the present students in respect of their academic, cultural, sports and other creative activities. 9. The office-bearers of the alumni association

of the College frequently visit the College and hold discussion with the Principal and other faculty members on the activities being carried on in the College and extend their moral support and assure the material and financial support. 10. The association is seriously thinking about creation of a corpus for financially assisting the College in the days to come.

5.4.2 – No. of enrolled Alumni:
853

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :

Usually, the Alumni Association does not make any cash contribution for the college. Moreover, it's financial resources, contributions etc., are managed by itself. Some of the usual contributions/activities of the association include- visit to the NSS annual residential camp every year and contribution in kind for the said camp, sponsoring prizes for the winning teams/students in the annual sports competitions, arranges District level essay competition, facilitation of goal achievers, organizes cricket competitions, arrange programmes upon competitive examinations guidance 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 institution is run by Patpanhale Education Society, Patpanhale, Tal: Guhagar, Dist: Ratnagiri (M.S.). The society was established in 1962. The vision statement of our Management is From Darkness to Light. The Society is working for the educational upliftment of downtrodden sections of the society. It has two high schools and two junior colleges, one English medium high school and one degree college with post-graduate section spread across Guhagar development block. The present management of the society is headed by Hon. Bhalachandra Raghunath Chavan, president of our society who was Ex-Deputy Commissioner, Regional Transport, Government of Maharashtra and is the person of great vision. The institutional vision is "Enlightenment through Higher Education" and mission is "To Prepare the Students for Their Life as Good Citizens". The institution works around these for the sustainable development of the students of this vicinity. In this great task, Honorable President guides the Principal for institutional development through meetings of Governing Body. The Management seeks information on institutional development and outcomes of the institution. Adequate freedom is given to the Principal for institutional development. The College firmly believes in the principles of decentralization and participative management. While assigning and performing day-to-day activities, more attention is paid towards creating and nurturing leadership activities not only among teachers but also among students. The execution of academic and other works of the institution are made by in the following ways. The Principal: The Principal of the College firmly believes in the vision and mission statement of the College and communicates the same to all the teaching and non-teaching staff members. He involves all the teaching and non-teaching staff members for taking important decisions and also doing day-to-day activities. Administration of the College is decentralized by creating different cells, associations in the College on the basis of nature of work for properly streamlining the academic and other activities of the College. Each committee, cell etc. is headed either by the Principal or a teacher and assisted by few teachers and also a student representative. To make

the decision making process open, participatory and transparent, the Principal holds periodical meetings. Faculty Members: The institution has 10 faculty members including a librarian. All the faculty members are allowed to play multi-dimensional roles in performance of different activities of the College. Along with performing the routine curricular work, all teachers are given opportunities to do different types of works in the College. Usually, a new task group is created whenever a specific work is to be performed in the College. In this way, faculty members are prepared to nurture and develop leadership roles among the teachers. Cells and Associations: There are 40 cells and associations. These cells and associations have been established as a part of participative and inclusive management in the institution. Everyone relating to the College gets an opportunity to participate in the working of the College by getting a representation on the cells and associations. All these cells and associations are working for overall development of the students.

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

Partial

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):

Strategy Type	Details
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. 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.
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.
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 online 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.

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.
Library, ICT and Physical Infrastructure / Instrumentation	Office: 1. Care is taken of differently-abled students for making seating arrangements and arrangements are made accordingly as and when the need arises. 2. 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 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. Due scope is given for the training of the students and also for their participation in different sports competitions held at intercollegiate, zonal and university levels.
Human Resource Management	With regard to Human Resource Management following points are worth mentioning- 1) Appointment 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.
Admission of Students	Admission of the students is done through electronic mode. In spite of being so, hard copies of duly filled in admission forms are kept by the college for future reference.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	Administrative activities are carried on partially in electronic mode and partially in conventional mode. Notices, time-table and other information are sent through WhatsApp, email and other electronic modes. These modes have been proved to be quick and are very beneficial in timely dissemination of information and timely completion of required work.
Finance and Accounts	Certain financial transactions are carried (e.g. payment of University fees, staff salaries etc.) through online. Usually NEFT mode is used in payment of most of the amounts to be paid. Daily Cash Book is kept in traditional mode. The summary of all the transactions are entered in accounting software. Other transactions are carried in traditional mode. Accounts of the office are kept through Tally ERP 9 accounting software. This software is very useful in entering, tallying, verification of accounting

	transactions of different receipts and payments. Thus, accounts are kept in electronic mode to a maximum and in traditional mode to minimal extent.
Student Admission and Support	Though, as per the procedure, students are required to fill hard copies of admission forms, admissions of all classes are finalised in online (electronic) mode only. Hard copies of duly filled in admission forms of the students are kept by the college for future reference. If the students need any support regard to admission, they are asked to contact mentor of the respective classes or any other teacher through WhatsApp and other modes.
Examination	Certain examination related activities (e.g. confirmation of admission, downloading of question papers, submission of internal assessment marks, etc.) are done in electronic mode. Other activities are done in old pattern. All the notices, examination results etc. are disseminated through emails, WhatsApp modes.

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
2019	Prin. Dr. R.G. Jadhav	AICP Conference	DNC College, Nagpur	4000
2019	Dr. D.Y. Parkhe	Workshop on syllabus	Pragati College, Dombivali	2300
2019	Prof. L.M. Gajbhiye	National Conference	R.B. Garud College, Jalgoan	1400
2020	Dr. S.S. Khot	Workshop on syllabus	University sub-centre, Ratnagiri	510
2019	Dr. D.Y. Parkhe	Workshop on syllabus	Navnirman College, Sangmeshwar	960
2019	Prof. L.M. Gajbhiye	National Conference on NAAC	ICS College, Khed	1930
2019	Dr. D.Y. Parkhe	Workshop on syllabus	Pragati College, Dombivali	1870

2019	Prof. P.S. Bhagwat	Workshop on syllabus	Gogate-Jogalekar College, Ratnagiri	490

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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nill	Nill	01/06/2019	10/05/2020	Nill	Nill

[View File](#)

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	From Date	To date	Duration
Refresher Course	1	13/09/2019	26/09/2019	14

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
13460	1440	32584

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit: The institution conducts internal and external audits regularly. The Management has appointed Shri.Vivek R. Relekar, Chartered Accountant, Chiplun, (Maharashtra) as an internal auditor from the year 1999-2000. He is responsible to conduct institutional audit and to suggest remedies to the institution with a view to use financial resources in a proper manner. He arranges for the auditing of Statements of Accounts annually. He conducts the audit of the Accounts and related documents of the institution.An audit consists of liabilities and assets, receipts and payments including salary details of teaching and non-teaching staff of the College. After receiving an audited Statement of Account, the institution submits it to the Joint Director, Higher Education, Konkan Region, Panvel (M. S.) and Governing Body and College Development Committee (CDC) of the College for their consideration. The Principal keeps these audited Statement of Accounts before

the meetings of the College Development Committee (CDC) for its consideration and approval. It is the responsibility of the Principal to think over and find out remedies promptly over the audit objections, if any. External audits: The Joint Director, Higher Education, Konkan Region, Government of Maharashtra and The Accounts Officer, Higher Education Government of Maharashtra of this Region conduct assessments of the grants given to the institution. Firstly, the assessment is done by Joint Director and later on the Accounts Officer conducts the assessment of the grants given to the College. There is the provision of the assessment by the Auditor General of India in respect of grants received by the institution. All the stated above – Audits and Assessments Reports are placed before the statutory authorities of the institution for their approval.

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/ Grnats received in Rs.	Purpose
Bajaj FinServ	22000	To conduct Certificate Programme in Banking, Finance Insurance
View File		

6.4.3 – Total corpus fund generated

17128565

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	Authority
Academic	No	Nill	Yes	University of Mumbai
Administrative	No	Nill	Yes	University of Mumbai

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)

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)

1) The college has entered in the new constructed building. 2) Four staff members achieved Ph.D. degree. 3) The college has introduced Paras Bag programme for the vicinity.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal

	Yes
b)Participation in NIRF	**No**
c)ISO certification	**No**
d)NBA or any other quality audit	**No**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Field Trip to Konkan Agro- University, Dapoli	10/11/2019	10/11/2019	12/11/2019	35
2020	Study tour to Dali Krupa Hair Tonic Pottery Industry, Ratnagiri	11/03/2020	11/03/2020	11/03/2020	40
2020	Faculty exchange with Dr. Natu College, Margtamhane	12/01/2019	12/01/2019	20/01/2020	70

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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	Period To	Number of Participants	
			Female	Male
1) Red Ribbon Club programme	21/07/2020	21/07/2020	16	14
2) Voter Awareness programme	03/02/2020	03/02/2020	64	50

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The College gives utmost importance for keeping the campus clean and green. Students are given strict instructions to deposit the waste in the bins kept in the campus and in the premises. Waste bins are kept in the College premises and students are strictly asked to put the waste in these bins. Every day the campus is cleaned and the waste is dumped in the specially dug waste pits. This is done as the garbage carrier of the Gram Panchayat comes to the College to collect the garbage only if the need is felt and demanded by the College (as the College is far away from the gram Panchayat limits). The dry waste is periodically burnt and the wet waste is buried in the ground and thereby it is

composted. The institution firmly believes that a sense of cleanliness is created in the minds of the students by keeping the campus clean to the maximum possible extent. E-Waste Management (Storage): E-Waste Materials collected and stored in this storage, as per utility different components are used for minor repairs and rest of e-waste handover to local Electronics and Electrical Repair Shops. Solid Waste Management: Waste bins are kept in the College premises and students are strictly asked to put the waste in these bins. Every day the campus is cleaned and the waste is dumped in the specially dug waste pits. The dry waste is periodically burnt and the wet waste is buried in the ground and thereby it is composted Liquid Waste Management: The liquid waste from the toilets and other water outlets of the college (like wash basin, urinals etc.) are made to drain properly in the ground. Water Recycling System: As has been stated above, the College has only waste disposal system but at present, it does not have waste cycling system. Hazardous chemicals and radioactive waste management: The institution does not produce hazardous and radioactive waste. Hence the management of such waste does not arise. Biomedical Waste Management: The question of biomedical waste management is not applicable to our institution as our institution is non-medical in nature.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nill
Physical facilities	No	Nill
Provision for lift	No	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	10/01/2020	1	Transportation problems of the students	Discussed the transportation problems being faced by the students and	44

| | | | | | contacted the state transport officials. |

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	01/06/2019	Preamble: Conduct of students of Patpanhale Arts, Commerce and Science College is governed by the college policy, student's code of conduct and the applicable law of the state and the union. It is designed to promote the vision admission of the college and to protect the rights of the students, faculty and staff harmoniously. The college grants the democratic privilege to the students with its obligations. The college encourages the cultivation of capacity for reasoning and innovation in the pursuit of knowledge with regard for rules as well as dignity and worth of the colleagues.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Examination on Gandhian Thoughts and Culure	02/10/2019	02/10/2019	107
NSS Residential Camp, Wadad	13/11/2019	19/11/2019	81
A Sensitization programme on Constitutional obligation	29/01/2020	29/01/2020	110
Sahityaratna Annabhau Sathe Birthday	01/08/2019	01/09/2019	75
Mahatma Gandhi Birthday	02/10/2019	02/10/2019	95
Dr. A.P.J. Abdul	15/10/2019	15/10/2019	105

Kalam Birthday			
Constitution Day	26/11/2019	26/11/2019	150
Savitribai Phule Birthday	03/01/2020	03/01/2020	90
Chh. Shivaji Maharaj Birthday	19/02/2020	19/02/2020	115
Dr. Babasaheb Ambedkar Birthday	14/04/2020	14/04/2020	15
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Use of public transport: Maximum students as well as some staff members make use of public transport facilities to reach college. Most of the staff members have their own vehicles. Students use S. T. buses, Local vehicles, Auto rickshaws on sharing basis which results in saving of fuel and environmental conservation. 2) Pedestrian roads: Our college is around 1.5 km away from the bus stand of main town, even after around 95 students prefers a road walk to reach college. Similarly, some of the teaching staff also prefer to come by walking on a daily basis. 3) Plastic free campus: Use of plastic is properly controlled in the college campus. The institution has adopted a waste minimize and reuse policy same approach is followed to control plastic waste we reuse plastic bottles wherever is possible as well as under garbage management policy, such waste is being handed over to the local waste management authority for further disposal. Similarly, plastic bottles bags are handed over to the garbage collector for the purpose of recycling. 4) Green Landscaping: The plantation of new trees is done by our institute in the campus. College buildings are surrounded by lavish greenery. Institution strives to develop and maintain green landscape on the premises. Plantation policy is also adopted beyond the college campus in the nearby village area.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice -1 THOUGHT FOR TODAY 1) Title of the Practice: "THOUGHT FOR TODAY" 2) Objectives of the Practice: a) To inculcate moral and cultural values among the students. b) To keep the students away from negative influences of media-dominated modern life. c) To help them in becoming responsible citizens in the society. d) To prepare the students in building and preserving the goodwill of the institution. e) To create a sense of belongingness among the students towards the institution. f) To create a sense of awareness among the students towards their responsibilities. g) To create an atmosphere congenial for teaching and learning in the College campus. h) To give an opportunity to the students for expressing their multifaceted hidden talents in the days to come and to create an atmosphere for the same. 3) The Context: It is common that youth are extremely vulnerable to bad habits and negative influences particularly during their college days. Moreover the, sometimes, different modern media are likely to influence the students negatively and drag them from achieving their goals in life. It would be extremely difficult to bring them back on the track once they fall prey to negative impacts. If not properly guided, bad habits are likely to become greatest hurdles in achieving their aims in life. The possibility of negative influences of the media and other factors has become a cause of concern not only for the parents but also for the teachers and others. The efforts of the institution, the parents and also of the teachers go in vain if the students fall prey to bad habits and negative forces and bad habits. This guidance is indispensable for the students until they reach the stage of mental maturity and intellectual prudency and think

themselves to be responsible citizens in the society. The institution considers courteous, responsibility-conscious and habit-free students as its real assets. 4) The Practice: "Thought for Today" has been in practice in the college since many years. Every day, good thoughts are written by designated faculties of the institution on the board which is kept at a place distinctively visible to all, particularly the students, in the college. Such thoughts are religious, philosophical and sometimes general in nature. The thoughts are written both in English and Marathi languages. Everyday students read the thoughts particularly in off periods, intervals or even after completion of lecture hours. In this way efforts are made by the college to encourage to students to imbibe cultural and moral values which will go a long in personality development of the students. Many a times, thoughts from religious scriptures, and quotes from scriptures are written. Usually, highly inspirational and thought-provoking matters are written. Daily it has been seen that students standing in front of the board for reading the 'Thought for Today'. This practice is aimed at properly shaping the future of the students by instilling inspirational and value-based ideas among them. 5) Evidence of Success:The practice of "Thought for Today" has achieved intended results. The evidence of success of this practice can be summed up as follows. a) Generalised mutual sympathy, brotherhood, cooperative attitude, etc. among the students and other stakeholders have been created. b) Not a single incident of student unrest against the institution and teachers has happened since establishment of the College. c) There are cordial relationships between teachers, students and other stakeholders of the College. d) Not a single case of gender-related incident has happened and complaint has been filed so far. e) Overall working atmosphere is highly intimate, friendly and worth imitating in the College. f) Students are courteous, obedient and abide-by rules and regulations of the college and instructions given by the teachers. g) There an overall atmosphere of mutual respect, cordiality, obedience, initiative working and brotherly and sisterly atmosphere in the College campus. h) Students have been morally inculcated. 6) Problems Encountered and Resources Required: a) Problems Encountered: The institution did not encounter any problem as such in implementing this best practice as it was in the interest of all the stakeholders. In fact, this practice was received by one and all. Many of the students have expressed their gratitude have implemented such a novel practice in the college. Thought to be written are chosen in such a way that they do not hurt any person belonging to any sections of the society. In other words, 'thoughts' are usually general and universal in nature. b) Resources Required: The College did not require any additional resource as such for implementing this practice. As the only resources required were 'chalk and board', this practice did not create any resource related problem on the part of the College.Human resources such as selected teachers and students were utilized. For this purpose, the only material resources utilized were chalk and board. Usually, the College managed to implement this practice with the resources available with it. 7) Notes (Optional):The College has the satisfaction of having achieved its aim for having introduced this novel practice. It has the full confidence that its students would become responsible citizens in the society in the days to come and would carry the name and fame of the college to the higher levels. Best Practice 2 PATPANHALE MARATHON 1. TITLE OF THE PRACTICE: PATPANHALE MARATHON 2. OBJECTIVES OF THE PRACTICE: a. To strengthen strong sports base of the campuses. b. To promote interest in the sports field among the people, particularly youths of this area. c. In the name of marathon, to arrange get-togetherness and promote belongingness among the sports lovers and also general public. d. To prepare the youth for appointment in the State Police Department and also Armed Forces by generating interest among them in sports and games. e. To prepare and make the students able bodied for undertaking any work and face any eventuality in their life. 3. THE CONTEXT: Patpanhale Education Society was established with an intention to provide

thrust not only to education but also to sports activities. As is widely known the 'sound mind exists in sound body'. Keeping in mind this concept, Patpanhale Marathon was started in the year 1997 to encourage interest in the sports activities by the Patpanhale Education Society. Though all the institution running under the Society were involved in conducting the Marathon, Patpanhale Arts, Commerce and Science College played an instrumental role in conducting the marathon since the year of its starting.The College played a dominant, lead and active role in organizing the Patpanhale Marathon every year. Here an attempt is made to through light on different aspects of the marathon and the role of Patpanhale Arts, Commerce and Science College since beginning. 4. THE PRACTICE: As has been stated earlier, as a part of social obligation and to give boost to sports activities, Patpanhale Education Society started Patpanhale Marathon in the year 1997. Initially, the number of participants and distances to be covered by different participants under different categories was very limited. As the years passed, all the aforesaid factors began to increase. Different persons involved in it include students, teachers, the management, general public etc. From local level marathon it assumed the magnitude of Konkan level marathon. From the initial 10 km distance it surged to 42.195 km distance. Almost all the teachers and students of all the educational institutions running under Patpanhale Education Society actively take part in the Marathon competition. In addition to this, teachers belonging to other nearby educational institutions voluntarily and wholeheartedly participate as riders, arbitrators etc. in this marathon event. Moreover, the participants from the faraway places like Mumbai, Raigad have been participating in the event. 5. EVIDENCE OF SUCCESS: The management of Patpanhale Education Society and more particularly Patpanhale Arts, Commerce and Science College feel that the purpose behind starting Patpanhale marathon is really fulfilled. Following points highlight the evidence of success of this endeavor. a. A number of youths, after being inspired by the marathon event every year, have got appointment in Maharashtra Police Department, Defense services etc. b. This practice has created a sense of belongingness and a spirit of sports among the students in particular and the general public in general. c. All the employees working in various educational institutions come together and work unitedly for the successful conduct of this sports event. d. This event has been creating a sense of cohesiveness between the educational institutions on the one hand and the general society on the other. 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: a. Mobilization of Human Resources: The institution, every year, takes lead role in mobilizing the human resources required for successful conduct of the event. Though it is not a problem, the institution successfully puts in its best efforts in this regard. b. Mobilization of Financial Resources: Though the mobilization of financial resources is managed by the parent society, the employees of the institution, along with the employees of other institutions, try their level best in mobilizing the funds required for the event from the individuals and organization.

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

http://www.patpanhalecollege.in/NAAC/SSR-3/C7/7.2.1%20-%20Best%20Practice%20-%201%20(Thoughts%20for%20Today).pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Priority and Thrust to Women's Education: The Background: Until recent past, this area of Konkan region of Maharashtra State was economically, socially and educationally backward. As around 90 of the area is hilly in nature,

agriculture has not developed. No major industries as such are working in this area. People in this area remained contented just with getting primary or at the most secondary education. Getting higher education was a distant dream for the people of this area. Those who wished to avail higher education had to travel faraway places like Mumbai, Ratnagiri, and Pune etc. The condition of women-folk was still worse as far as higher education is concerned. In ability in availing higher education is partly because of general poverty and partly because of unavailability of higher educational facilities. Higher educational facilities were deplorable as women could not get education though they were willing to. To overcome this hurdle, the management of Patpanhale Education Society envisioned and determined to provide higher education facilities by establishing an institution of higher education, particularly to higher education deprived womenfolk of this area. Resultantly, Patpanhale Arts, Commerce and Science College was established in the year 1992 with Arts Faculty and with Commerce Faculty in the year in 1995. Though the institution was established to provide education to both men and women equally, thrust was more on women's education as the female percentage is more. Reasons for Giving Thrust to Women's Education: The management of the Patpanhale Education Society decided to give thrust to women's education as its priority area keeping in mind following factors. a) Educated women will have a greater chance of escaping the poverty. b) An educated woman can do lot in helping to lead a healthier and happier family life. c) Educated women can contribute a lot in raising the standard of living for her children, families and communities. d) Educated women can contribute a lot in setting right the problems arising out of socio-economic imbalances. Efforts Made: Keeping in mind the thrust area, Patpanbhale Arts, Commerce and Science College has made certain efforts for giving more emphasis on women's education. These include the following: a) During zonal visits, parents and their wards were contacted. The faculty members of the college tried their best to convince the parents and their wards for continuing the further education after 12th standard. b) During the college hours, the faculty members interact with the lady students to enquire about and do away the problems being faced by them. c) The college administration tries its best to prevent the drop-out rate of the students (particularly girl students) by taking certain measures, which include- giving them a opportunity to work in the college library under 'Earn While You Learn Scheme', collecting the fees in convenient installments, extending them financial assistance from students' welfare of the college etc. d) The administration of the College takes all possible measures (prohibiting entry to unauthorized persons in to the campus etc.), with an intention to prevent the possible harassment

Provide the weblink of the institution
http://www.patpanhalecollege.in/NAAC/SSR-3/C7/7.3.1%20-%20Priority%20and%20Thrust%20to%20Women's%20Education.pdf

8.Future Plans of Actions for Next Academic Year

Plan of Action for the year 2020-21 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 participate in sport competitions. 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.