

Part – A

AQAR for the year

2016-2017

1. Details of the Institution

1.1 Name of the Institution

Shankarrao Jagtap Arts and Commerce College, Wagholi.
Tal- Koregaon, Dist- Satara. Pin- 415525.

1.2 Address Line 1

At/Post- Wagholi, Tehsil- Koregaon, Dist- Satara. Pin-
415525

Address Line 2

At/Post- Wagholi, Tehsil- Koregaon, Dist- Satara. Pin-
415525

City/Town

At/ Post- Wagholi, Tehsil-
Koregaon. Dist - Satara.

State

Maharashtra

Pin Code

415525

Institution e-mail address

sjaccwagholi@gmail.com

Contact Nos.

9822724922, 9657825783

Name of the Head of the Institution:

Principal Dr. Y.B.Gonde.

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

*This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
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1	1 st Cycle	C	1.95	2012	05/01/2013 to 04/01/2018
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

01/06/2013

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2013-14 submitted to NAAC on 02-11-2015 (DD/MM/YYYY)
- ii. AQAR 2014-15 submitted to NAAC on 20-04-2016 (DD/MM/YYYY)
- iii. AQAR 2015-2016 submitted to NAAC on 12-07-2017 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)--

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders No.

Faculty

Non-Teaching Staff

Students

Alumni

Others ---

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1) After the establishment of IQAC, the activities performed in the institution subject wise and committee wise are increased and a wider scope has been given to the qualitative enhancement of the same through the IQAC.

For example – during the academic year 2016-17, the following activities represent their own landmarks.

- 1) Construction of small dam and storage of water reservoir in the drought hit area of Rautwadi through NSS.
- 2) Students secured first rank at Zonal and inter Zonal Wrestling competitions.
- 3) Improvement in the results of B.A. and B.Com. III.
- 4) Increased students participation in Youth festival and cultural activities.

1. Curricular Aspects 2016-17

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-----	----	-----	---
PG	-----	-----	-----	----
UG/ B.A. B.Com	02	----	01	----
PG Diploma	-----	-----	-----	-----
Advanced Diploma	-----	-----	-----	-----
Diploma	-----	-----	-----	-----
Certificate MS-CIT Tally, Master Data Entry	03	---	03	----
Others	----	-----	----	-----
Total	05	---	04	--

Interdisciplinary	-----	-----	-----	-----
Innovative	---	----	-----	---

1.2 (I) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options (I)

Class	Core Subject	Elective option	Open options
B.A. I.	1.English,2. Marathi, 3.Hindi,	1.English,2. Marathi, 3.Hindi, 4.History,5. Geography, 6.Economics, 7.political Science , 8.Sociology	-----
B.A. II.	1.English. 2.Environmental Studies.	1.English, 2.Marathi, 3.Hindi, 4.History,5. Geography, 6.Economics, 7.political Science, 8.Co-operation. 9.H.S.R.M.	-----
B.A. III.	1.English.	- -----	1.English, 2.Marathi, 3.Hindi, 5.History

			4.Economics
B.Com. I.	1.English for Business Communication. 2.Principles of marketing 5.Insurance 3.Financial Accountancy. 4.Business Economics 6.Principals of Business management.	-----	-----
B.Com. II.	1.Business communication. 2.Environmental Studies. 3.Business Statistics. 4.Corporate Accounting. 5.Fundamental of Entrepreneurship. 6.Business Economics. 7.Money and Financial system	-----	-----
B.Com. III.	1. Business .Environment 2. .Business Regulatory framework. 3. Modern management Practice. 4. Co. Operative Development. 5. Advanced Accountancy Paper I 6. Advanced Accountancy Paper I.	-----	-----

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.A. / B. Com.
Trimester	---
Annual	-----

01.3 Feedback from stakeholders* Alumni Parents
(On all aspects)

Employers Students

Mode of feedback : Online Manual

Co-operating schools (for PEI)

***Please provide an analysis of the feedback in the Annexure**

Answer:

The Analysis of the feedback is provided in the prescribed Annexure I.

1.4 Whether there is any revision/update of regulation of syllabi, if yes, mention their salient aspects.

Answer:

No, there has not been any revision / updation of syllabi during this academic year. After every three years the university revises the syllabus of all courses.

The salient features of the syllabus of B.A. and B. Com. are as follows.

1. The syllabus is revised as per the guidelines of U.G.C. norms.
2. There is a wider scope for all round development of the students in the revised syllabus.
3. The syllabus is revised as per the needs and requirements of the corporate sector.
4. It is a need based syllabus. It is convenient for shaping students career in different jobs and services.
5. The syllabus is revised in accordance with the competitive examinations like MPSC, UPSC etc.
6. It fulfils the nationalistic goals like maintaining patriotism, human values, fostering brotherhood, equality, fraternity inculcating moral values.
7. The revised syllabus aims at improving the language competencies like communication skills.
8. The revised syllabus on humanities aims at giving value education to students.
9. The revised syllabus enables the students to undertake research work in their concerned subject.
10. The revised syllabus encourages students to protect and preserve environment.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion –II

2. Teaching, Learning and Evaluation

2.1 Total No of permanent faculty

Total	Asst.Professor	Associate Professors	Professors	Others
13	12	-	-	01

2.2 No. of permanent faculty with Ph.D

05

2.3 No. of Faculty Positions Recruited (R) and (V) During the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

31

03

04

2.4 No. of Guest and Visiting Faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	10 (26times)	05 (05 times)
Present papers	-	06 (14 times)	01 (01 times)
Resource/Chair Persons	-	01(03 times)	01(01 times)

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Displayed films on dramas.
2. Organised interactive sessions with students after the completion of every topic.
3. Organised students' seminars.
4. Organised study tours.
5. Displayed news cuttings (Wall papers) Bhattipatrika
6. Organised exhibition.
7. Conducted oral test on every topic subject wise after completing the topic
8. Use of I.C.T. tools like P.P.T.
9. Visited Tourist places and surveyed the tourist Economy.
10. Undertook fieldwork activities in various subjects.
11. Visited Satara District Sports Academy and Demonstrated different Sports techniques to students.

2.7 Total No. of actual teaching days

234

during this academic year

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

* Provision for supply of answer book photocopy for B.A.(I)/B.Com(I) whenever asked for the same by the students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/ Faculty/Curriculum Development workshop

-	-	02
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2.10 Average percentage of attendance of students

97.20

2.11 Course /Programme wise

Distribution of pass percentage:

Title of the Programme	Total no.of students appeared	Division				
		Distinction	I %	II %	III%	Pass %
B.A. Part I	University Documents are awaited	University Documents are awaited	University Documents are awaited	University Documents are awaited	University Documents are awaited	University Documents are awaited
B.A. Part II		University Documents are awaited				
B.A. Part III		University Documents are awaited				
B.Com Part I		University Documents are awaited				
B.Com Part II		University Documents are awaited				
B.Com Part III		University Documents are awaited				

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

* IQAC holds regular meeting of faculty to make periodic assessment of teaching and learning processes. In these meetings following things are discussed:

- 1) Availability of textbooks, Journals.
- 2) Faculty encouragement for participating in workshops on revised syllabus of different subjects.
- 3) Regular and punctual engagement of classes.
- 4) New tools and techniques to be used in teaching-learning process.
- 5) The needs of organizing extra classes for weaker as well as scholarly students.
- 6) The need to simplify some difficult topics with the help of existing as well as visiting/guest faculties in different subjects.

7) Organizing class wise written test, oral test, students' class seminar, pictorial, graphical, tabular chartwise techniques used for teaching subjects in social sciences.

8) Reading, writing, listening, speaking skill development in the study of language.

9) Use of soft skills and professional skills in teaching-learning process etc.

These issues are discussed at a wider length and all faculty are advised to follow most of the above mentioned tools and techniques' for making teaching learning process effective and student learner oriented.

On the basis of analysis of feedback, IQAC makes necessary suggestions to faculty for improving the teaching learning process. Even suggestions from students regarding teaching learning process left in the suggestion box are collected and accordingly suggestions are done to the concerned teacher for improving teaching learning process.

* IQAC provides remedial measures through discussions.

* It takes stakeholders' feedback and adopts follow-up action.

2.13 Initiatives undertaken toward faculty development

Faculty/Staff Development Programmes	Number of benefitted
Refresher courses	05
UGC-Faculty Improvement Programme	-
HRD Programme	-
Orientation Programme	01
Faculty exchange Programme	-
Staff training conducted by the university	03
Staff training conducted by other institutions	01
Summer/Winter school, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of Permanent Positions filled During the Year	Number of Positions filled temporarily
Administrative Staff	07	01	-	-
Technical Staff	-	-	-	-

Criterion - III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

3.1.1 Staff Academy - The Principal of the college and all teachers present their research papers through Staff Academy. This committee is established to create healthy research atmosphere in the college. It promotes research activities by teachers in the college.

3.1.2 The college encourages the teachers to present their research papers in seminars and conferences at international, national, state and university level by offering them duty leaves. The faculty is encouraged and allowed to participate in UGC sponsored Refresher and Orientation courses.

3.1.3 The research committee of the college tries to create interest in the mind of students about research by arranging guest lectures for them.

3.1.4 The students of the college participated in 'Avishkar Research Festival' organized by Shivaji University Kolhapur. The students presented posters.

3.1.5 The students of B.A. II and B.Com. II prepare projects on Environmental Science.

3.1.6 Wi-Fi Internet facility is made available to students and teachers to get access of online information.

3.1.7 The library of the college offers accession to online E-journal and E-books. The books in the library are also made available to students and teachers for research purpose.

3.1.8 The study tours are arranged for students at departmental level. The research papers are prepared by students based on their visits to study tour places.

3.1.9 A guest lecture of Dr. Ajitanand Jadhav was organised on 'How to write a Research paper' for teachers in the college by Research Committee.

3.1.10 A guest lecture of Dr. Prasanna Patil was organised on 'How to write Research Project'.

3.1.11 In this academic year, six teachers have participated and successfully completed Refresher courses and one teacher has participated and successfully completed Orientation course.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	01	Nil	Nil
Conference proceedings	01	Nil	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No. ISSN
 ISBN

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	08
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts,

chairpersons resource persons
 Guest lecture

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

0

0

3.19 No. of Ph.D. awarded by faculty from the Institution

Ni

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Ni SRF Ni Project Fellows Ni Any other Ni

3.21 No. of students Participated in NSS events:

University level 0 State level Ni

National level Ni International level Ni

3.22 No. of students participated in NCC events:

University level Ni State level Ni

National level Ni International level Ni

3.23 No. of Awards won in NSS:

University level Ni State level Ni

National level Ni International level Ni

3.24 No. of Awards won in NCC:

University level Ni State level Ni

National level Ni International level Ni

3.25 No. of Extension activities organized

University forum	<input type="text" value="Ni"/>	College forum	<input type="text" value="0"/>	
NCC	<input type="text" value="Ni"/>	NSS	<input type="text" value="0"/>	Any other <input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

3.26.1 NSS unit of the college organised special winter camp at Rautwadi villege.

3.26.2 The students of NSS constructed good number of water reservoirs and CCT.

3.26.3 Various lectures organised by NSS are socially oriented. The lectures on issues like Spirituality and Social Stability, Addiction free society, Youth and Competitive examination, and Students and social responsibility etc are socially oriented.

3.26.4 A lecture was organised in the college on Modern Agriculture for farmers in the area.

3.26.5 A Veterinary camp was organised in the adopted village by NSS unit.

3.26.6 Women Health Camp was organised in the adopted village by NSS unit.

3.26.7 A special lecture of Dr. Shridhar Patil was organised in the college on Health issues of Girls prior Marriage.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.03(2192.4 sqm)	Nil	Nil	1.03(2192.4 sqm)
Class rooms	13	Nil	Nil	13
Laboratories	Nil	Nil	Nil	Nil
Seminar Halls	640 sq. ft	Nil	Nil	640 sq. Ft
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

- The admission process of B.A and B.com is made online.
- The university semester Examination forms are submitted online.
- The Eligibility,E.B.C Forms and scholarship forms are submitted to university online.
- D.C.P.S. and P.F Income tax works are done online.
- The Transfer certificate of students is provided online.
- The affiliation work of the college is done online.
- A new college library website has been designed.
- The library is partially automated with MKCL's software LIBRERIA.
- The library uses N-List database of infibnet through which students and teachers have access to 97000 e-books and 6000 e-journals.
- Internet facility is made available to students and teachers in the library.
- The computers in library are interconnected through LAN.
- OPAC is also made available to students and teachers.
- The Library has made available Wi-Fi service to students and teachers in the college campus.
- Started HTE service for the monthly salary of the employees.
- All computers in the office are interconnected through LAN.
- The important documents in the office are electronically maintained by scanning.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4219	355024	1211	97955	5430	452979
Reference Books	1904	393485	182	24120	2086	417605
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	09	3800	00	00	09	3800
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	01 (N-List)	5000	Nil	Nil	01 (N-List)	5000
CD & Video	42	420	Nil	Nil	42	420
Others (specify)	05 (Maps)	1260	Nil	Nil	05 (Maps)	1260

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33	12	02	01	Nil	03	12	01 (Library)
Added	03	00	00	00	Nil	03	00	02
Total	36	12	02	01	Nil	06	12	03

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Master Data entry [3 month] course has been started during this academic year.
- The college staff and students were trained in Digital India Workshop organised by computer Academy.
- Internet access is available in the library and staffroom.
- Staff is trained for newly introduced exam, admission and library work, scholarship networking/ online information etc.
- All computers in all departments are interconnected through LAN.
- College campus is made Wi-Fi zone.

4.6 Amount spent on maintenance in lakhs : (Thousands)

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1) Financial assistance extended to economically weaker students.
- 2) The institution publishes its updated prospectus and handbooks annually. The information content is disseminated to students at the beginning of every academic year. The heads of department explain the course material and question pattern.
- 3) IQAC takes initiatives to avail library facilities to the students like separate reading hall, newspapers in three languages, journals, e-journals, reference books, text books etc.
- 4) College campus is made wi-fi zone to avail internet facility to students.
- 5) Gymkhana facilitates sports equipments like badminton racket, shuttle cock, disk, football, Handball, archery etc.
- 6) Water purifier is made available to the students for clean water.
- 7) Competitive examination centre is established for students' progress in competitive examination.
- 8) IQAC encourages students to participate in NSS, Sports and cultural activities.
- 9) Display of support services on the notice board and college website.
- 10) Regular interaction with students in the classroom and in meetings.
- 11) Student's feedback is taken regularly.
- 12) Student's grievances redressal cell is established in the college and their complaints are redressed regularly.

5.2 Efforts made by the institution for tracking the progression

1. The meeting of Alumni is organised every year.
2. Communication with former students through letters.
3. Alumnae students are invited to attend the programmes organised by the college like annual function etc.
4. Departments are insisted on to document, compare and discuss the performance and progress of the students in their exams and other academic activities.
5. The Alumni Association maintains consistent correspondence with alumni.
6. Teachers and Counsellors provide necessary guidance to students in the choice of their career.
7. Add-on courses help students get employment opportunities.
8. Every department maintains a register for recording the progress of students.

5.3 (a) Total Number of students

B.A/ B.Com			M	F	Total
257	164	421	M- 193	F- 228	421

(b) No. of students outside the state

(c) No. of international students

Men

No	%
193	45.84%

Women —

No	%
228	54.15%

Last Year 2015-2016

B.A

	OPEN		OBC		DTNT		SC		PAYING		SBC		TOTAL		G. Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
B.A I	48	20	10	5	11	3	4	3	15	6	2	0	90	37	127
%	53.33	6.2	12.1	1.6	9.9	0.9	3.6	0.9	14	19	0	0	74.4	25.6	100
B.A II	23	29	10	6	7	8	5	5	0	3	0	0	45	51	96
%	51.1	57	22.22	12	16	16	11.1	9.8	6.7	0	0	0	46.9	53.1	100
B.A III	21	17	6	0	5	2	5	0	0	0	0	0	37	19	56
%	56.8	89	16.22	0	14	11	13.5	0	0	0	-	0	66.1	33.9	100
Total	92	66	26	11	23	13	14	8	15	9	2	0	172	107	279
B.COM															
B.Com I	27	32	3	6	1	1	2	4	0	0	0	1	34	43	77
%	79.4	74	8.82	14	2.9	2.3	5.88	9.3	0	0	0	2.3	44.2	55.8	100
B.Com II	17	28	6	3	0	0	2	0	0	0	1	0	25	32	57
%	68	88	24	9.4	0	0	8	0	0	0	3.1	0	43.9	56.1	100
B.Com III	10	11	0	3	0	0	2	3	0	0	0	0	12	17	29
%	83.3	65	0	18	0	0	16.7	18	0	0	0	0	41.4	58.6	100
Total	54	71	9	12	1	1	6	7	0	0	1	1	71	92	163
This Year 2016-2017 B.A.															
B.A I	18	20	4	7	5	7	3	4	19	8	0	0	49	46	95
%	36.7	43	8.163	15	10	15	6.12	8.7	39	17	0	0	51.6	48.4	100
B.A II	31	13	14	4	9	2	4	0	6	6	0	0	64	25	89
%	55.4	52	25	16	16	8	7.14	0	13	24	0	0	69.1	30.9	100
B.A III	12	26	5	6	4	8	3	3	2	3	1	0	27	46	73
%	92.9	26	17.86	13	18	17	10.7	8.7	7.1	6.5	0	0	37.8	62.2	100
Total	61	59	23	17	18	17	10	7	27	17	1	0	140	117	257
B.Com															
B.Com I	10	26	4	13	6	4	1	2	0	0	1	0	21	45	66
%	47.6	58	19.05	29	29	8.9	4.76	4.4	0	0	0	0	31.8	68.2	100
B.Com II	15	30	2	6	3	1	3	2	0	0	0	0	23	39	62
%	65.2	77	8.696	15	13	0.3	1.3	2.6	0	0	0	0	37.1	62.9	100
B.Com III	8	21	1	4	0	1	0	1	0	0	0	0	9	27	36
%	8.89	78	11.11	15	0	3.7	0	19	0	0	0	0	25	75	100
Total	33	77	7	23	9	6	4	5	0	0	1	0	53	111	164

Last Year 2015-2016														This Year 2016-2017																	
General		SC		ST		OBC		N.T.		S.B.C.		Payin g		Total		General		SC		ST		OBC		N.T.		S.B.C.		Payin g		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
146	137	20	15	-	-	35	23	24	14	3	1	15	9	243	199	94	136	14	12	-	-	30	44	27	23	2	-	27	17	193	228
283		35		-		58		38		4		24		442		230		26		-		74		50		2		45		421	
64.02%		7.91%		-		13.12%		8.59%		0.90%		5.42%		100%		76.00%		6.17%		-		17.57%		11.87%		0.47%		10.68%		100%	

Last Year 2015 - 2016							
General	SC	ST	OBC	N.T.	S.B.C	PAYING	Total
283	35	-	58	38	4	24	442

This Year 2016 - 2017							
General	SC	ST	OBC	N.T.	S.B.C	PAYING	Total
230	26	-	74	50	02	45	421

Demand ratio: 1:1 as per shivaji university norms S.C.- 13 S.T- 07.

OBC- 19. VJA-03 NTB 2.5- , NTA- -- , NTC- .3.5 NTD,-02

Dropout - 00 %

5.4 Details of student support mechanism for coaching for competitive

- Guest lectures of experts are organised by Competitive examination centre.
- Mock testes of MPSC/UPSC examination are conducted.
- Preparatory books and magazines for competitive examinations are purchased in the library.
- Books of Competitive examinations are offered to students.
- Avenues of employment are made known to students.
- Interview techniques and Career based counselling is offered to students.

No. of students beneficiaries = 30

No. of students benefitted

5.5 No. students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of students counselling and career guidance

1. Students counselling cell is established in the college
2. Students counselling committee guides students on various issues.
3. Students counselling committee and all teaching staff communicate the students to solve their personal problems.
4. Students are counselled on various issues like admission, subject specialization, sports and cultural participation, etc.
5. Career guidance cell is established in the college.
6. Placement camp, placement training Camps were organised.

No. of students benefitted

5.7 Details of Campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 details of gender sensitization programmes ;

- S.P.L.A. C. organised a one day workshop on ‘ **Rakhi Making**’
- S.P.L.A. C organised ‘**Karate demonstration**’ for the self defence of Girls students. Organized a lecture on ‘**Women’s Health Problem and Diet**’
- Organized ‘**Recipe Competition**’ to encourage students in catering business.
- Organised one day workshop on Sexual harassment of women at workplace.
- Organised a lecture on AIDS awareness.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

Sr.no	Events name	Participate	Level					No.
			District	University	State	National	International	
-	-	-						kramank
01	Handball	-	-	03	-	-	-	-
02					-	-	-	-

No. of students participated in cultural events

State/ University level National level International level

Sr. no.	Events name	Participate	Level					No.
			District	University	State	National	International	
-	-	-						kramank

01	Folk dance	-		14	-	-	-	01
02	Street Play	10		-	-	-	-	-
03	Elocution	-		02	-	-	-	-
04	One Act Play	-		05\$03	-	-	-	-
05	Mime	-		07	-	-	-	-
06	Skit	-		06	-	-	-	-
07	Debating Competition	-		02	-	-	-	-
		-	-	-	-	-	-	-

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support :

Institution ;

Year	Number	Amount
2016-17	-	-

Government scholarships ;

Year	Number	Amount
2016-17	111	485684

Freeships;

Year	Number	Amount
2016-17	02	3828

Financial Supports From other Sources;

Year	Number	Amount
2016-17	01	5000/-

Year	Number	Amount
2016-17	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: __ Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

➤ **Vision :**

Higher education for the all round development of boys and girls in mass society.

➤ **Mission and goals :**

1. To develop personality.
2. To preserve different values of life.
3. To foster positive scientific and technological attitude.
4. To impart education in arts, sports and social services along with the education in various subjects by taking into account the competence and aptitude of students.
5. To make social, economic, political and cultural development.
6. To inculcate the feelings of national integrity, patriotism and egalitarianism among students for making them a responsible citizen
7. To develop environmental awareness and universal brotherhood.

➤ **Objectives :**

- 1) To provide an opportunity of degree education to boy and girl students in the drought-affected and hilly area.
- 2) To provide the opportunity of higher education at B.A./B.Com. degree level to the boy and girl students in rural area.
- 3) To provide an opportunity of degree education to socially, economically, culturally and educationally disadvantaged boy and girl students in the rural area.
- 4) To provide degree education to the sons and daughters of poor farmers, labourers and landless labourers.
- 5) To impart education in different languages at special level for providing various job and business opportunities and for developing their personality.
- 6) To impart education in social sciences for providing various job and business opportunities and for developing personality.
- 7) To carry out curricular, co-curricular and extra-curricular activities.
- 8) To provide degree education for women empowerment.
- 9) To impart degree education for developing standard of living of the neighbouring community.
- 10) To make students competent for facing various global challenges.
- 11) To provide degree education in B.A/ B.Com. programmes for the achievement of national goals.

The vision & mission of our institution is communicated to the students through the institutional prospectus, boards inside the institution campus & through various functions organized in the institution. Teachers are introduced vision, goals and mission of the institution at the time of joining services . Stakeholders are informed about these in the annual conference of alumni and parents association. The community is informed about the goals and mission through the organization of special N.S.S camp village-wise. Even in the public village meeting of different villages, faculties inform the community present about the vision , goals and mission of the institution.

YES

1 Administrative procedures:

- Use of tally as a MIS tool for accounting.
- Daily rough cash book, personally checked by accountant and Principal.
- Pre-planned administrative feedback meetings.
- IQAC, LMC and Governing council meetings for feedback and decision making.
- Periodic meetings of various committees and decision making therein.
- Departmental meetings on syllabus completion and correction feedback.

2 Student admission:

- Daily day-end reports on admission status.
- Year wise parent meetings for feedbacks.

3 Students' records:

- Monthly attendance record and feedback of defaulter students.
- Record of fees in instalments and its recovery.

4 Evaluation and examination procedures:

- Existence of full-fledged examination committee and updated maintenance of concerned records.
- Periodic meetings of examination committee.
- In-house central assessment program for quickest feedback on evaluation.

5 Research administration:

- Active research committee for related administration and decision making.

6 Other Maintenance and preservation of old records in binding form for decision making.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The teaching faculty of the college participates in Curriculum Development workshops. The faculty try to understand the locale / national /international /economic/social need of the curriculum and then implement it in teaching and learning process.

6.3.2 Teaching and Learning

- ❖ Effective use of LCD, PPT, Internet act.
- ❖ Guest lectures are arranged every year.
- ❖ The institution practices faculty exchange programmes in collaboration with other colleges.
- ❖ Extra lectures/classes arranged for weaker and scholar students.
- ❖ The institution organizes seminars, workshops, symposia etc for students and faculty.
- ❖ The institution arranges study tours based on the curriculum.

6.3.3 Examination and Evaluation

The institution practices examination and evaluation system as per UGC and university norms and regulations.

1. Semester pattern for B.A. / B.Com courses.
2. 40 +10 pattern for B.A. Part III / B.Com Part III courses.
3. Evaluation of students through subject wise weekly tests , home assignment , group discussion etc.

6.3.4 Research and Development

- Established research committee for inculcating research atmosphere.
Motivating teachers to take research projects
- Guiding teachers for improving API through their participation in workshop, seminar etc.
- Motivate to the faculty for participation and presenting papers in seminars /conferences etc. and getting the articles published in research journals.
- Supporting teachers with study leaves, allowances etc.
- Improving library facilities for research.
- The faculty are encouraged to participate in national, international seminars and conferences.
- .Gust lectures of research experts are arranged in the college.
- Study tours, environmental projects etc.programmes are arrangedfor studentsfor creating research awareness amongst students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT being the key of success, we are creating awareness amongst students and faculty about use of ICT tools in teaching and learning process. New Books are available in our library. ITC is used in library. MKCL libreia software is used in library.

6.3.6 Human Resource Management

- Resource through variety of activities like, N.S.S., social and cultural activities, gymkhana activities, etc.
- Principal participate in administrative training workshop.
- Faculty participate in different workshops.
- The office staff of the college participates in training workshop.

6.3.7 Faculty and Staff recruitment

Temporary faculties for commerce are appointed on clock hour basis.

6.3.8 Industry Interaction / Collaboration

No

6.3.9 Admission of Students

As the college is situated in the rural drought-prone area, admissions are given to all students belonging to different class, caste and strata of the society. Student belonging to OBC, SC, ST, VJNT etc. cast are offered admissions free of cost.

6.4 Welfare schemes for

For maintaining healthy atmosphere in the college following facilities are made available for the teaching staff, non-teaching staff and the students.

Teaching Non teaching	<ul style="list-style-type: none"> • Assistance to avail loan • LIC for the staff • Tea club. • Staff annual gathering celebration • Uniforms for IVth class staff.
Students	<ul style="list-style-type: none"> • LIC for the student • Computer with internet access free of cost • Scholarships / freeship for SC/ ST/ DTNT/VJNT/ OBC/ SBC /Handicapped students from the state governments.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	-----		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Feedback from Alumni/Student
Administrative	Yes	J.D.office	Yes	C.A.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The changes done by the university in the examination system are implemented by the college.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- The online submission of examination forms of all the courses.
- The time table of all the examination is made available online.
- The hall tickets of the students are made available online.

6.11 Activities and support from the Alumni Association

Interaction with present students, sharing of knowledge, experience, suggestions, etc

6.12 Activities and support from the Parent – Teacher Association

Regular meetings are held for students ‘counselling and problem solving. Parents’ feedback, Focused on improvement area of students.

6.13 Development programmes for support staff

MSC-IT and English language training.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Initiating tree plantation in the college campus.
- Waste management.
- Implementation of NO SMOKING ZONE policy.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- a) Organised a workshop of 'Rakhi Making' in collaboration with Mandeshi Foundation Group for Women's self-help group in the area.
- b) Organised crash course by competitive examination centre to guide students to participate in a placement camp.
- c) Organised study tour to Competitive exam. Centres in Pune by CEC.
- d) Constructed CCT at Rautwadi Village for water conservation.
- e) Planted two hundred trees at Rautwadi village.
- f) Organised placement camp of Videocon D2h in the institution.
- g) S.P.L.A. organised Recipe contest in the college.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- a) Prepared academic calendar of the academic year 2016-2017
- b) AQAR of the academic year 2015-16 is submitted to NAAC Bangalore.
- c) Regular meetings were conducted with the head of the department and co-coordinators of committees for monitoring the implementation of planned activities.
- d) Organized seminars and workshops under lead college scheme.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

The Annexure is provided in the said format.

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

The institution contributed to environmental awareness/protection by organizing the following campaign or programmes.

1. Tree plantation campaign organized and hundreds of trees were planted in nearby villages.
2. Water percolation dam was constructed at Rautwadi a nearby village.
3. Dissimilated the Knowledge of environmental protection/ awareness amongst the students through environmental studies, Geography subjects.
4. Celebrated environmental day, Ozone day. Save earth campaign was conducted.
5. Move towards Eco-friendly campus.
6. Constructed 150 CCT at Rautwadi, adopted villege for water conservation.
7. Organised guest lectures for students and farmers in the region on Organic Farming.
8. A research paper on Organic farming was presented by Mrs. Chavan M.R.

7.5 Whether environmental audit was conducted?

Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:

1. Hundred percent qualified and regular permanent teaching staff is recruited.
2. Young, dynamic, dedicated staff.
3. Majority of the students are girls
4. College is situated at rural Eco friendly zone, No pollution zone, Students are close to hygienically good area.
5. 0% drop out
6. Research oriented staff.
7. Sports achievements at national and state level by the students.
8. Career cell for the students' preparation for competitive examination.

Weaknesses:

1. Inadequate Infrastructure
2. No status of 2F & 12B
3. Limited equipments for teaching-learning activities
4. Limited fund generation due to delicate, moderate economic background of the community in the area.

Opportunities:

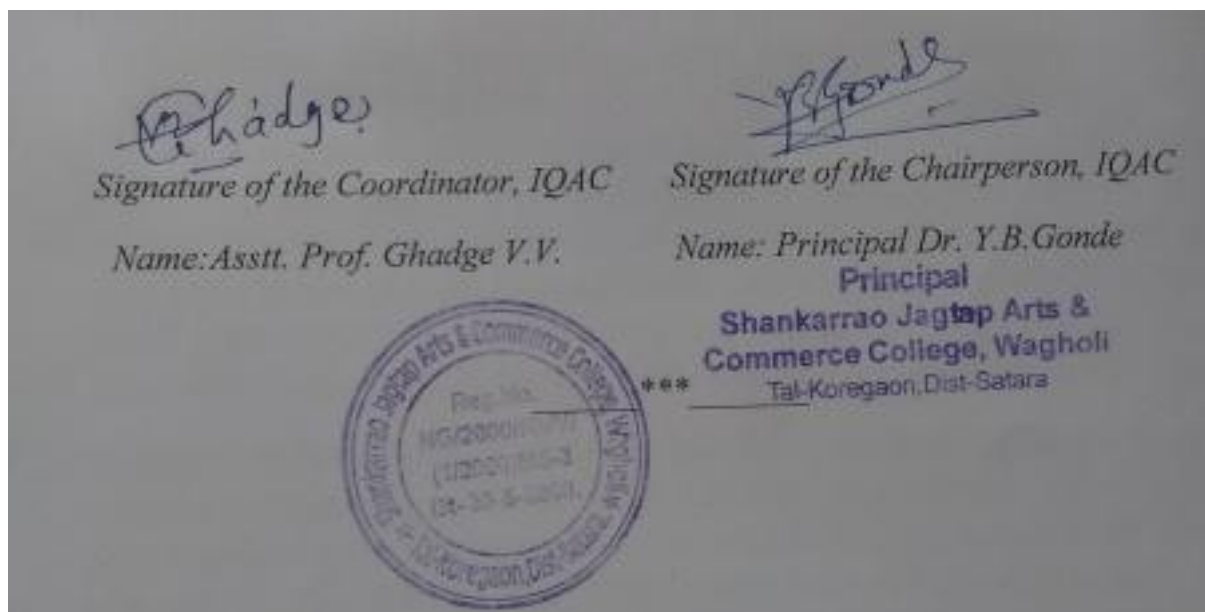
1. Ample opportunities for jobs and services for students in the nearby MIDCs and hence through career cell employability of the students can be empowered or increased.
2. We have a wider scope for research development of faculty.
3. Maximum use of library services for community development.
4. Utilization of consultancy in various subjects for the benefit of the society.

Challenges/ threats :

1. To have adequate infrastructure
2. To have well equipped library with necessary facilities.
3. To encourage all faculty to undertake research work at M.Phil. / Ph.D. levels.
4. To enable students to participate and succeed in various competitive examinations like MPSC, UPSC, SSB, BSRB, RRB, SSC, etc.
5. To make students competent in English for facing global competition.

8.Plans of institution for next year

- a) To cater to the needs of slow learners through remedial classes.
- b) To start certificate course in spoken English.
- c) To introduce skill development/career oriented certificate level courses in the college.
- d) To organize zonal and inter-zonal sports competitions in the institution.
- e) To procure funds for all round development of the institution.
- f) To submit the AQAR of the academic year 2016-2017 within stipulated time.
- g) To update software in the library of the institution.
- h) To create institutional repository through D-Space.



Annexure I

ANALYSIS OF **ALUMNI FEEDBACK FORM** 2016-2017

Number of Respondents 08

1. What do you think about the education environment of the college?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	06	01	01	00
PERCENTAGE	75	12.5	12.5	00

2. In case of career orientation, how are the courses taught in the college?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	00	04	04	00
PERCENTAGE	00	50	50	00

3. How are the infrastructure and support services in the college?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	02	05	01	00
PERCENTAGE	25	62.5	12.5	00

4. What is your opinion about the performance of the non-teaching staff of the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	00	05	03	00
PERCENTAGE	00	62.5	37.5	00

5. What do you think about teaching – learning process in the colleg ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	01	05	01	01
PERCENTAGE	12.5	62.5	12.5	12.5

6. What do you think about the research activities in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	02	05	01	00
PERCENTAGE	25	62.5	12.5	00

7. What do you think about the performance of the career and competitive examination units of the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	00	03	05	00
PERCENTAGE	00	37.5	62.5	00

8. How are the physical facilities in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	03	03	02	00
PERCENTAGE	37.5	37.5	25	00

1. How are the healthy practices in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	02	02	04	00
PERCENTAGE	25	25	50	00

2. How are the library and Gymkhana of the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	03	04	01	00
PERCENTAGE	37.5	50	12.5	00

3. What is your opinion about today's organization of Alumni meeting ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	02	03	03	00
PERCENTAGE	25	37.5	37.5	00

Note: For the Analysis of Alumni' Feedback form, Random Sampling Method is used.

2016-17

NUMBER OF RESPONDENTS---13 (Total Number of Parent Feedback from 65)

(% 20)

Q.1 How is the academic and administrative environment of the college?

RESPONDENTS	EXCELLENT	GOOD	SATISFACTORY	POOR
NO. OF RESPONDENTS	5	3	5	--
PERCENTAGE	38.46%	23.07%	38.46%	--

Q.2 What is your opinion about the curriculum taught in the college?

RESPONDENTS	EXCELLENT	GOOD	SATISFACTORY	POOR
NO. OF RESPONDENTS	07	03	03	----
PERCENTAGE	53.84%	23.07 %	23.07 %	----

Q.3 How is the performance of the faculty in the college ?

RESPONDENTS	EXCELLENT	GOOD	SATISFACTORY	POOR
NO. OF RESPONDENTS	3	6	3	1
PERCENTAGE	23.07%	46.15%	23.07%	7.69%

Q4. What is your opinion about career and placement cell of the college

RESPONDENTS	EXCELLENT	GOOD	SATISFACTORY	POOR
NO. OF RESPONDENTS	3	6	3	1
PERCENTAGE	23.07%	46.15%	23.07%	7.69%
PERCENTAGE	46.15%	30.76%	23.07%	--

Q.6. What is your opinion about fee structure of the college?

RESPONDENTS	EXCELLENT	GOOD	SATISFACTOR Y	POOR
NO. OF RESPONDENTS	4	6	3	--
PERCENTAGE	30.76%	46.15 %	23.07%	--

Q.7. What is your opinion about the extracurricular and co-curricular activities organized in the college ?

RESPONDENTS	EXCELLENT	GOOD	SATISFACTOR Y	POOR
NO. OF RESPONDENTS	1	3	9	--
PERCENTAGE	7.69%	23.07 %	69.23%	--

Q.8. What do you think about the new examination reforms?

RESPONDENTS	EXCELLENT	GOOD	SATISFACTOR Y	POOR
NO. OF RESPONDENTS	3	6	4	--
PERCENTAGE	23.07%	46.15 %	30.76%	--

Q.9 . What do you think about the student teacher rapport in the college ?

RESPONDENTS	EXCELLENT	GOOD	SATISFACTOR Y	POOR
NO. OF RESPONDENTS	4	4	3	
PERCENTAGE	30.76%	30.76 %	23.07%	

Q.10. What is your opinion about today's organization of parents meeting ?

RESPONDENTS	EXCELLENT	GOOD	SATISFACTOR Y	POOR
NO. OF RESPONDENTS	3	4	6	-
PERCENTAGE	23.07%	30.76 %	46.15%	-

Note: For the Analysis of Parents Feedback form, Random Sampling Method is used.

ANALYSIS OF STUDENT FEEDBACK FORM
2016 - 2017

Number of Respondents 49

1. How is the nature and scope of the syllabi taught in the college?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	23	22	02	02
PERCENTAGE	47	45	04	04

2. What do you think about the syllabus of the college in terms of career in jobs, services and business?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	16	21	10	02
PERCENTAGE	33	43	20	04

3. How are learning values of the syllabus in terms of knowledge , concepts , manual skills , analytical abilities and broadening perspectives

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	15	25	08	01
PERCENTAGE	31	51	16	02

4. How is the teaching learning process in the college

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	21	19	07	02
PERCENTAGE	43	39	14	04

5. What do you think about the performance of faculties in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	22	21	03	03
PERCENTAGE	45	43	06	06

6. How are the curricular , co-curricular and extra- curricular activities in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	19	22	04	04
PERCENTAGE	39	45	08	08

7. How is the library of the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	17	21	09	02
PERCENTAGE	35	43	18	04

8. How are the support services in the college ?(NSS, Gymkhana , Sports , Canteen etc)

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	21	16	10	02
PERCENTAGE	43	33	20	04

9. How are the office services in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	18	21	05	05
PERCENTAGE	37	43	10	10

10. In your opinion how is the campus of the college?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	10	26	10	03
PERCENTAGE	20	54	20	06

Suggestions:

- 1) The institution should provide the overall infrastructural facilities to the students.
- 2) There is a dire need of all equipped play ground for students.
- 3) There is a need of canteen facility for students.

Note: For the Analysis of Students' Feedback form, Random Sampling Method is used.

ANALYSIS OF EMPLOYER FEEDBACK FORM

2016& 2017

Number of Respondents :- 02

1. What is your opinion about student 's academic performance in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	01	01	00	00
PERCENTAGE	50	50	00	00

2. What do you think about the progress of the institution in view of mission and goal of the organization?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	00	00	02	00
PERCENTAGE	00	00	100	00

3. What is your opinion about the curriculum taught in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	00	02	00	00
PERCENTAGE	00	100	00	00

4. What do you think about the performance of the faculty in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	01	01	00	00
PERCENTAGE	50	50	00	00

5. How is the involvement of the college in social activities ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	00	01	01	00
PERCENTAGE	00	50	50	00

6. What is your opinion about career and placement cell of the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	01	00	01	00
PERCENTAGE	50	00	50	00

7. What is your opinion regarding the implementation of the co-curricular and extra-curricular activities in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	01	00	01	00
PERCENTAGE	50	00	50	00

8. What do you think about the performance of support services in the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	01	00	01	00
PERCENTAGE	50	00	50	00

9. In your opinion how is the campus of the college?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	00	02	00	00
PERCENTAGE	00	100	00	00

10. Give your overall impression about progress of the college ?

RESPONDENTS	Excellent	Good	Satisfactory	Poor
No.Of RESPONDENTS	01	00	01	00
PERCENTAGE	50	00	50	00

Note: For the Analysis of Employer' Feedback form, Random Sampling Method is used.

Annexure no. II

Best Practice no. 1

Title: Construction of Water Reservoir

Goal: To create awareness about water preservation amongst people in nearby villages.

Context: Shankarrao Jagtap Arts and Commerce College is situated at drought-prone hilly area of Koregaon tehsil in Satara district. The department of NSS constructs water reservoir in an adopted village every year during winter camp. The purpose of this practice is to help the farmers' community by providing them sufficient water for their farms.

Best Practice: Every year, during winter camp the department of NSS constructs water reservoir in an adopted Village. Early in the morning the NSS volunteers and the local citizens start the construction work. The selected place of the water reservoir is a rivulet where large amount of water could be preserved. The students of college fill in the sacks of sand and these sacks are put into the centre of a rivulet. The length of this embankment/bund is generally 25 feet and width is 4 feet. The height of this bund is generally 7 feet. The students along with local citizens work incessantly for three to four days to construct this bund.

Evidence of Success: It is evidenced that farmers community in the village realised the importance of save water campaign. The Villagers started using drip irrigation system in their farms. The farmers also constructed small water reservoir in other parts of their village region, through Gram Panchayat. It is also evidenced that the water level in the wells and river has been increased and it has made positive impact on the environment.

Best practice No. 2

Title: Organization of Competitive Examination coaching classes.

Goals: 1) To make students competent in facing various competitive examinations

2) To make all round development of students.

3) To make students to face global challenges.

Context:

The institution is located in drought prone area. Students are socially, economically, educationally weaker backgrounds. Majority of them are girl students who cannot afford heavy expenses on higher education and on competitive examination classes in urban area. Hence, the institution felt a stringent need of providing guidance on various competitive examinations in the institution itself. Taking into account a considerable physical fitness of these students with rural background, it was necessary to prepare them mentally and intellectually through the competitive examination coaching classes for various examinations at preliminary level. Students' participation in various recruitments, e.g. Army, Police, BSF, CRPF, Bank services has been anticipated while establishing the competitive examination coaching centre in the institution.

Best Practice:

- 1) Notice: class commencement announcement notice.
- 2) Students' enrolment.
- 3) Time table preparation.
- 4) Regular class engagement by local as well as guest faculties.

- 5) Organisation of tests.
- 6) Taking students to various placement camps.
- 7) Enabling the students to participate in various recruitment camps at state and national level.

Evidence of Success: It has been evidenced that year wise good number of students have been recruited in public and private establishments.

Annexure No.III

Academic Calendar

Shankarrao Jagtap Arts and commerce College, Wagholi.

Academic CALENDAR 2016-2017

Total working days of academic year 2016-2017 are approximately 257

Shankarrao Jagtap Arts and Commerce College, Wagholi.

ACADEMIC YEAR 2016-17 PART- A ACADEMIC DEPARTMENT

SJACC, WAGHOLI CALENDAR 2016-17		June 2016
1 st week 1.6.15 to 6.6.15	1) Summer Vacation 2) Admission Process	
2 nd week 8.6.15 to 13.6.15	1) Summer Vacation 2) 11/06/2014 First Working Day. 3) First term Meeting- 12/06/2016 3) Organisation of first IQAC Meeting. 4) Meeting of Admission Committee. 5) Admission process	
3 rd week 15.6.15 to 20.6.15	1) Admission Process 2) Purchase Committee Meeting 3) Special Cell Meeting. 4) Meeting of Cultural Department of Annual Planning 5) Meeting of Time Table Committee. 6) Meeting of Attendance Committee. 7) Meeting of NSS. 8) Meeting of Computer Academy Management Committee. 9) Meeting of Literary Association.	
4 th week 22.6.15 to 27.6.15	1) NSS- To celebrate International Yoga Day 2) CD -26.06.2016 Rajarshi Shahu Maharaj Jayanti (Cultural Department) 3) Organization of Departmental Meetings. 4) Meeting of Students' Council. 5) Meeting of Grievances Redressal Cell. 6) Meeting of College Examination Committee. 7) Meeting of University Examination Committee.	

	8) Meeting of Sport and Gymkhana Committee. 9) Meeting of Library Advisory Committee. 10) Meeting of Magazine Committee. 11) Meeting of S.P. Ladies Association 12) Meeting of Study Tour Committee. 13) Meeting of Vivek Vahini. 14) Meeting of Sachetana Committee. 15) Meeting of Parents Association. 16) Meeting of Alumanai Committee. 17) Meeting of Internal Assessment Committee. CEC -Meeting of Competitive Examination Centre. WGRC - Meeting of Women Grievances redressal cell.
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SJACC, WAGHOLI CALENDAR 2016-17	
July 2017	
1 st week 01.7.16 to 02.7.16	1) SA- Meeting of Staff Academy. 2) NSS- Tree Plantation programme. 3) NSS- To enroll the students in NSS. 4) Meeting of Special Cell. 5) To organize monthly staff meeting.
2 nd week 03.7.16 to 09.7.16	1) NSS- 2) World Population Day 2) Dept. of Eco. –to organize lecture and essay writing/poster presentation competition on the occasion of World Population Day. 3) Dept. of Marathi - To pay visit to Dnyaneshwar Palkhi Sohala at Lonand. 4) Meeting of Lead College. 5) Special Cell Meeting. 6) CEC- Inauguration of Competitive Examination Centre.
3 rd week 10.7.16 to 16.7.16	1) Dept. of Hindi - 14.07.2016 Hindi Day Celebration. 2) Meeting of Research Committee. 3) Meeting of Library Advisory Committee. 4) Meeting of Purchase Committee.

4 th week 17.7.16 to 23.7.16	<ol style="list-style-type: none"> 1) To organize a meeting of Excursion Department. 2) Meeting of Career Cell. 3) Organization of Guest Lecture. (Department of Hindi) 4) Meeting of Vivek Vahini.
5 th week 24.7.16 to 31.7.16	<ol style="list-style-type: none"> 1) CD- Well-Come Function 2) SA- Inauguration of Staff Academy. 3) Dept. of Commerce- Annual Planning Meeting.

SJACC, WAGHOLI CALENDAR 2016-17

August 2016

1 st week 1.8.16 to 6.8.16	<ol style="list-style-type: none"> 1) Dept. of Eco.- to inaugurate Bhitii-patrika 'Arthamrut'. 2) SPLA- and LCS Organization of Rakhi Making Workshop. 3) To organize monthly staff meeting. 4) SA- Paper presentation. 5) Dept. of Marathi- Guest Lecture. 6) LA- Inauguration of Literary Association and wall paper presentation.
2 nd week 07.8.16 to 13.8.16	<ol style="list-style-type: none"> 1) NSS and CD- To celebrate August Kranti Day by organizing a lecture on 'Krantidin' 2) Dept. of Hindi- Organization of Guest Lecture. 3) LAC- Celebration of Dr. S.R.Rangnathan Birth Annivarsary. 4) CC- Participation in Placement Camp. 5) CC- A Lecture on Career Cell. 6) Dept. of Geography- Guest Lecture. 7) NSS- To adopt a village. 8) ARC- Lecture on Anti Ragging. 9) Dept.of Economics and Dept. of Commerce- organization of Study Tour. 10) Dept. of Commerce- inauguration of wallpapers.
3 rd week	<p>15.08.2015 Independence day Holiday</p> <ol style="list-style-type: none"> 1) SA- Paper presentation.

14.8.16 to 20.8.16	<p>2) SPLA- Self Defense Skills (Karate Demonstration).</p> <p>3) LCS- organizing one day workshop on Girls Health</p> <p>4) 15.08.2015 Independence Day Celebration.</p> <p>5) Dept. of Political Science- Guest Lecture.</p> <p>6) CC- Placement Camp and lecture on Modern Agriculture.</p> <p>7) CD- Organisation of Zimma- Phugadi programme – Nagpanchami.</p>
4 th week 21.8.16 to 27.8.16	<p>12) Late Shri. Shankarrao Jagtap alies Anna thirFourth Death Anniversary</p> <p>1) CD- Organization of Various Competitions in the College on the occasion Late Shri. Shankarrao Jagtap alies Anna thirFourth Death Anniversary.</p> <p>Dept. of Commerce- Guest Lecture.</p> <p>1) CAMC- Meeting of CAMC.</p>
5 th week 28.8.16 to 31.8.16	<p>1) Dept. of Marathi- Study tour.</p> <p>2) DLIS- Distribution of Books donated by Shri Siddhivinayak Ganpati Mandir Nyas, Prabhadevi Mumbai.</p> <p>SGC- Participation in Kabaddi Zonal Competition.</p>

SJACC, WAGHOLI CALENDAR 2016-17

September 2016

1 st week 1.9.16 to 3.9.16	<p>1) SA- Paper presentation.</p> <p>2) To organize Shraavan Sahal.</p> <p>3) WGRC- Organization of lecture on Women Safety.</p> <p>4) Dept. of Geo – Study tour.</p> <p>5) Dept. of Hindi- Study Tour.</p>
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	<p>5) NSS- To celebrate ‘National Teacher’s Day’</p> <p>6) To organize monthly staff meeting.</p> <p>7) SC- Training of Rangoli Design Course.</p> <p>8)WGRC- a lecture on Laws about women defense.</p>
<p>2nd week</p> <p>4.9.16 to 10.9.16</p>	<p>1) NSS- International Literacy Day.</p> <p>2) SPLA- and LC- lecture on Women’s Health Problems and Diet.</p> <p>3) Dept. of Commerce- Guest lecture.</p>
<p>3rd week</p> <p>11.9.16to 17.9.16</p>	<p>1) VV – Lecture on Personality Development.</p> <p>2) PC- Purchase Committee meeting.</p> <p>3) SA- Paper presentation.</p> <p>4) LC and Dept. of History- One day Workshop on Importance of History.</p> <p>5) LAC- Planning Meeting.</p> <p>6) RC- Lecture on How to Write Research Paper for teachers.</p> <p>7) CEC- visit to Chankya Mandal</p> <p>8) Purchase Committee Meeting</p>
<p>4th week</p> <p>18.9.16 to 24.9.16</p>	<p>1) NSS- To celebrate National Service Scheme Day.</p> <p>2) CD- Students participation in Elocution competition at Satara.</p> <p>3) SGC- Participation in Swimming Zonal Competition.</p> <p>4) IQAC- Organisation of Second quarterly IQAC meeting.</p> <p>5) Dept. of English- organization of one day workshop on Communication skills in English.</p>
<p>5th week</p> <p>25.9.16 to 30.9.16</p>	<p>1) NSS- Planning of the Winter Camp.</p> <p>2) SGC- Participation in Boxing Zonal Competition.</p>

<p>1st week</p> <p>1.10.16 to 8.10.16</p>	<p>2.10.2015 Mahatma Gandhi Jayanti Holiday</p> <p>1) CD - Participation in District Youth Festival</p> <p>2) CD – Organization of Zimma Fugadi programme.</p> <p>3)CD- organization of ‘Vachan Katta’.</p> <p>4) IEM- To Conduct Internal Assessment (B.A. and B.Com. III)</p> <p>5)Dept. of Commerce- Planning meeting</p> <p>6) NSS- International Non-violence Day.</p> <p>7) SA- to organize the research paper presentation.</p> <p>8) Dept. of Geography- Students Seminar.</p> <p>9) Dept. of Commerce- Guest lecture.</p> <p>10) To organize monthly staff meeting.</p> <p>14) CD- participation in Youth Festival</p> <p>15)CD- organization of Zimma fugadi programme.</p> <p>16)SGC- Participation in Athletics Zonal Competition.</p>
<p>2nd week</p> <p>9.10.16 to 15.10.16</p>	<p>1) CEC- To organize the inaugural function of Competitive Examination Centre.</p> <p>2) NSS- To organize a blood donation camp on the occasion of National Blood Donation Day.</p> <p>3)SA- to organize the research paper presentation.</p> <p>4)UEC- Commencement of University Examinatio</p> <p>5)CD- organizing Vachan Katta on the occasion of Birth anniversary of APJ kalam.</p>
<p>3rd week</p> <p>16.10.16 to 22.10.16</p>	<p>1)Dept. of Commerce- LCS- organizing one day workshop on Disaster Management and Personality development.</p> <p>2)PA- organization of Parent Meeting.</p> <p>3)) Dept. of English- Guest Lecture.</p>
<p>4th week</p>	<p>1) EC- Commencement of Internal University Examination. (First Term)</p>

23.10.16 to 29.10.16	28.10.2016 To 17.11.2016 Diwali Holiday.
5 th week 30.10.16 to 31.10.16	1) EC- Commencement of University Examination. (First Term) 28.10.2016 To 17.11.2016 Diwali Holiday.

SJACC, WAGHOLI CALENDAR 016-17	
November 2016	
1 st week 1.11.16 to 5.11.16	Winter Vacation.
2 nd week 6.11.16 to 12.11.16	Winter Vacation.
3 rd week 13.11.16 to 19.11.16	Winter Vacation.
4 th week 20.11.16 to 26.11.16	1) NSS- Constitution Day 2) Dept. of History- Guest Lecture. 3) Dept. of Politics- Common reading of objectives of Indian constitution and Fundamental duties. 4)SGC- Participation in Wrestling Zonal Competition.
5 th week 27.11.16 to 30.11.16	NSS- organize a programme on the occasion of Jyotiba Phule Death Anniversary.

SJACC, WAGHOLI CALENDAR 2016-17		December 2016
1 st week 1.12.16 to 3.12.16	1) SA- to organize the research paper presentation. 2) NSS- To organise a programme on National AIDS Day.	

	3) To organize monthly staff meeting.
2 nd week 4.12.16 to 10.12.16	<p>1) NSS- To celebrate International Human Rights Day.</p> <p>2) NSS- To celebrate the week as National Youth Week.</p> <p>3) NSS- Organise a programme on the occasion of Death Anniversary of Dr Ambedkar.</p> <p>4) Dept. of Commerce- Group Discussion on Black Money.</p>
3 rd week 11.12.16 to 17.12.16	<p>1) CC- A workshop on entrepreneur skill development.</p> <p>2) SA- Paper presentation.</p> <p>3) Special Cell Meeting.</p> <p>4) IQAC- Organisation of third quarterly meeting of IQAC.</p>
4 th week 18.12.16 to 24.12.16	<p>1) Dept. Of Geo- organising a lecture on 'Jalyukta Shivar'</p> <p>2) LCS- To organize one day workshop</p> <p>3) NSS- organizing Rangoli Competition.</p> <p>4) CEC- Competitive Examination Centre. Visit to Jaykar library.</p> <p>5) VV- Meeting of Vivek Vahini.</p>
5 th week 25.12.16 to 31.12.16	<p>1) CC- To organize a Placement camp.</p> <p>2) LCS- To organise one day workshop on 'Women's Self Defence' in collaboration with SPLA.</p> <p>3) RC- To participate in Shivaji University's 'Avishkar Research Festival' at Satara.</p> <p>4) LCS-and VV organizing one day workshop on youth and Challenges.</p> <p>5) NSS- Organising a Slogan competition.</p> <p>6) CD- Participation in pusegaon youth festival.</p> <p>7) SGC- Participation in Handball Zonal Competition.</p>

SJACC, WAGHOLI CALENDAR 2016-17

January 2017

1 st week 1.1.17 to 7.1.17	<p>1) SA- to organize the research paper presentation</p> <p>2) SPLA- Organization of Recipe Competition.</p>
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	<p>3) Dept. of Hindi- Guest Lecture.</p> <p>4) To organize monthly staff meeting.</p> <p>5) NSS- Celebration of Savitribai phule Birth Annivarsory.</p> <p>6) Dept. of Commerce- Study Tour.</p>
<p>2nd week 8.1.17 to 14.1.17</p>	<p>1) CD- 03.01.2016 To celebrate Savitribai Phule Birth Annivarsary.</p> <p>2) CD-To participate in Essay Writing Competition at Y.C. College, Karad.</p> <p>3) CD- To participate in District Youth Festival organized by Shri Sevagiri Trust, Pusegaon.</p> <p>4) CD- participation in State youth festival at Aitwade khurd.</p> <p>5) CD- students participation in Essay writing competition at Karad.</p>
<p>3rd week 15.1.17 to 21.1.17</p>	<p>1)SA- Organisation of Research paper presentation.</p>
<p>4th week 22.1.17 to 28.1.17</p>	<p>1) CD - 22.01.2016 Celebratation of Traditional Day</p> <p>2) Vivek Vahini - to organize a programme on Superstition abolition.</p> <p>3) RC- a lecture on How to Write Research Project for Students.</p> <p>4) Dept. of History- Study Tour.</p>
<p>5th week 29.1.17 to 31.1.17</p>	<p>26.01.2016 Republic Day Holiday</p> <p>1) 26.01.2016 Celebration of Republic Day.</p> <p>2) SA- to organize the research paper presentation .</p> <p>3) NSS- Special Camp</p> <p>4) Dept. of Politics- Study Tour.</p>

SJACC, WAGHOLI CALENDAR 2016-17

February 2017

1 st week	1) To organize annual excursion to western Maharashtra region.
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1.2.17 to 4.2.17	<p>2) 1) Dept. of Eco- To organize study tour.</p> <p>3) SA- To organize the research paper presentation.</p> <p>4) To organize monthly staff meeting.</p>
2 nd week 5.2.17 to 11.2.17	<p>1) Dept. of Politics- LCS- organizing ONE day workshop on Problems and solutions of local self government.</p> <p>2) SPLA- organizing an Interview of owner of Prabhat Bekari.</p> <p>3) LA- Organisation of Poetry reading function.</p>
3 rd week 12.2.17 to 18.2.17	
4 th week 19.2.17 to 25.2.17	<p>1) NSS- To celebrate the birth anniversary of Chh. Shivaji Maharaj.</p> <p>2) PA- To organize a meeting of Parents.</p> <p>3) AA- To organize a meeting of Alumani.</p>
5 th Week 26.2.17 to 28.2.17	<p>1) Dept. of Mararhi- Celebration of Marathi Day.</p> <p>2) WGRC- To organize a lecture on Defense mechanism for women at work place.</p>

SJACC, WAGHOLI CALENDAR 2016-17
March 2017

1 st week 1.3.17 to 4.3.17	<p>1) SA- to organize the research paper presentation.</p> <p>2) CD – 06.03.2016. To organize Annual Prize Distribution Function.</p> <p>3) NSS- To submit the marks of NSS students to university.</p> <p>4) To organize monthly staff meeting.</p>
2 nd week 5.3.17 to 11.3.17	<p>1) EC- Commencement of Internal University Examination. (Second Term)</p> <p>2) LAC- Planning Meeting.</p> <p>3) Dept. of Mararhi- Guest lecture on use of ICT in Marathi.</p>
3 rd week	<p>1) EC- Commencement of University Examination. (Second Term)</p>

12.3.17 to 18.3.17	2) CC - Training Camp for placement. 3) CD - Annual function.
4 th week 19.3.17 to 25.3.17	1) UEC - Planning meeting.
5 th week 26.3.17 to 31.3.17	1) UEC - Meeting of University Examination Committee. 2) IQAC - Organisation of third quarterly meeting of IQAC. 3) IQAC - Preparation of the work of AQAR 2015-16. 4) PC - Purchase Committee Meeting. 5) Dept. of English - Guest Lecture.

SJACC, WAGHOLI CALENDAR 2016-17

April 2017

1 st week 1.4.17 to 8.4.17	1) SA - to organize the research paper presentation. 2) To organize monthly staff meeting.
2 nd week 9.4.17 to 15.4.17	8.04.2016 Gudi Padwa Holiday . 1) IQAC - Preparation of the work of AQAR of A.Y. 2015-16.
3 rd week 16.4.17 to 22.4.17	14.04.2016 Dr. Babasaheb Ambedkar Jayanti 1) IQAC - Preparation of the work of AQAR of A.Y. 2015-16. 2) AC - Year End Meeting.
4 th week 23.4.17 to 30.4.16	19.04.2016 Mahavir Jayanti Holiday 1) Preparation of the work of AQAR of A.Y. 2015-16. 2) Term End Staff Meeting.

SJACC, WAGHOLI CALENDAR 2016-17

May 2017

1 st week 1.5.17 to 6.5.17	Summer Vacation.
2 nd week	Summer Vacation.

7.5.17 to 13.5.16	
3 rd week 14.5.17 to 20.5.17	21.05.2016 Buddha Purnima Holiday Summer Vacation.
4 th week 21.5.17 to 27.5.17	Summer Vacation.
5 th week 28.5.17 to 31.5.17	Summer Vacation.

Abbreviations:

- 1) **AD**- Admission Committee.
- 2) **CD**- Cultural department.
- 3) **WRC**- Women's Redressal Cell.
- 4) **RC**- Research Committee.
- 5) **CC**- Career Cell.
- 6) **SC**- Students' Council.
- 7) **SA**- Staff Academy.
- 8) **ARC**- Attendance Register Committee.
- 9) **SPLA**- Savitribai Phule Ladies Association.
- 10) **GD**- Gymkhana Department.
- 11) **NSS**- National Service Scheme.
- 12) **CEC**- Competitive Examination Centre.
- 13) **IQAC**- Internal Quality Assurance Cell.
- 14) **LA**- Literary Association.
- 15) **NSS**- National Service Scheme.
- 16) **SHPC**- Sexual Harassment prevention Committee.
- 17) **LCC** – Lead College Committee.
- 18) **STC**- Study Tours Committee.
- 19) **ARC**- Anti- Ragging Committee.
- 20) **EC** – Examination Committee
- 21) **DLIS** -Department of Library and Information Science.
- 22) **AGC**- Agriculture Guideline Committee.
- 23) **UEC**- Meeting of University Examination Committee
- 24) **IEM**- Internal Examination Committee.

- 25) **AC**- Admission Process
- 26) **PC**-Purchase Committee.
- 27) **SC**-Special Cell
- 28) **TT**- Time Table Committee.
- 29) **AC**-Attendance Committee.
- 30) **CAMC**-Computer Academy Management Committee.
- 36) **LA**-Literary Association.
- 37) **SC**-Students' Council.
- 38) **GRC**-Grievances Redressal Cell.
- 39) **SGC**-Sport and Gymkhana Committee.
- 40) **LAC**- Library Advisory Committee.
- 41) **MC**-Magazine Committee
- 42) **ST**- Study Tour Committee.
- 43) **VV**-Vivek Vahini.
- 44) **SC**-Sachetana Committee.
- 45) **PA**-Parents Association.
- 46) **AC**-Alumanai Committee.
- 47) **IAC**-Internal Assessment Committee.

PART-B

Department of Administration

JUNE 2016

- 1) To provide information of Annual Results to students.
- 2) Issuing Transfer Certificate & Statement of Marks of Annual Examination to students.
- 3) To provide Prospectus and to start admission process.
- 4) Compliance of Income Tax documents.
- 5) Organization of Local Management Committee Meeting.
- 6) Organization of IQAC Meeting.
- 7) Organization of First Term Joint Staff Meeting.

JULY 2016

- 1) To continue admission process as per the plan.
- 2) Filling of Oct. Examination forms.
- 3) Submission of Eligibility Forms to the University.
- 4) Submission of Audited Statement to the Joint Director Higher Education, Kolhapur.
- 5) Submission of Income Tax Return : Quarter - 1.
- 6) Distribution of Identity Cards to students.
- 7) To accept application forms of various scholarships.

AUGUST 2016

- 1) To submit the revised budget of the current year & estimated budget of next year for the salary grant to the Joint director, H.E. Kolhapur.
- 2) Submission of Eligibility forms & Examination forms along with late fee to the University.
- 3) Renewal of Affiliation proposals, Extensions & Natural growth to the University.
- 4) To scrutinize various scholarship forms.
- 5) To organize Standing Committee Meeting.

SEPTEMBER 2016

- 1) Submission of various fees to the University, like Pro-rata, Youth Festival, Natural Calamity Fund, e-learning fee, students insurance etc.
- 2) Submission of online scholarship forms to the Government.
- 3) To Complete General Register.
- 4) Organization of Standing Committee Meeting.

OCTOBER 2016

- 1) Preparation and conduction of October Examination.
- 2) Getting approval to the no. of Teaching & Non-Teaching posts as per the no. of students as on October 1st from the Joint Director office Kolhapur.
- 3) Submission of Income Tax Return: Quarter - 2.
- 4) Submission of Economically Backward Class concession forms to the State Government.
- 5) Organization of IQAC Meeting.

NOVEMBER 2016

- 1) Planning of work in Diwali Vacation.
- 2) To prepare the General Register.
- 3) Filling of Examination forms of Annual Examination. (March/April).

DECEMBER 2016

- 1) Preparation of Annual Social Gathering.
- 2) Submission of Students' Annual Examination Forms to the University.
- 3) Providing information to students of October Results.
- 4) Issuing Statement of Marks of October Examination to students.

JANUARY 2017

- 1) Organization of Local Management Committee Meeting.
- 2) Organization of workshop for office employees.
- 3) Submission of Quarterly Income Tax Return: Quarter – 3.
- 4) Organization of N.S.S. Special Camp.
- 5) Allotment of various scholarships to students.

FEBRUARY 2017

- 1) To display students' name lists of Annual Examination and to correct the same and convey it to the University.
- 2) To provide information of Examination time-table to the students.
- 3) Issue of hall-tickets to students.
- 4) Arrangement of University Practical Examinations.

MARCH 2017

- 1) Completion of accounts of the college.
- 2) Conduction of Examination as per University Rules.
- 3) Initiation of recruitment process as per the vacant seats/workload.
- 4) Submission of statement of marks of internal & practical examination to the University.
- 5) Preparation of budget for the next academic year.

APRIL 2017

- 1) To fill API forms of teachers and confidential reports of non-teaching staff.
- 2) Preparing the Income Tax Form No.16 and distribution of the same to the concerned.
- 3) Organization of Standing Committee Meeting.
- 4) Organization of Joint Staff Year End Meeting.

MAY 2017

- 1) Audit of the college by Chartered Accountant.
- 2) Planning of Faculty Recruitment.
- 3) Administrative planning for the next year.
- 4) Printing of prospectus and other stationery.
- 5) Cleaning and colouring of building, furniture, etc. and dead-stock repairs.

Principal,

Shankarrao Jagtap Arts

and

**Commerce
Wagholi.**

College,