



**Kharepatan Panchakroshi Shikshan  
Prasarak Mandal's  
Arts, Commerce and Science  
College, Kharepatan**



(Affiliated to Mumbai University No. ICM / I / 558 / 2012 - 13)

**ACADEMIC AND  
ADMINISTRATIVE AUDIT  
REPORT**

**2021-22 & 2022 - 23**

# ACADEMIC AND ADMINISTRATIVE AUDIT

Period of Assessment

2021-22 & 2022 - 23

Conducted By  
IQAC Cluster, Pune

Physical Visit on  
Wednesday, 10th May 2023



**Chairman: Dr. Ayub Sheikh**  
Co-ordinator, Audit Cell  
IQAC Cluster, Pune

**Member: Dr. Amelia Antony**  
Principal - St. Paul College, Ulhasnagar  
IQAC Cluster, Pune

**AAA and Gender Audit**  
**Visit Schedule**  
**Arts and Commerce College, Kharepatan.**  
**Date- 10/05/2023: 9:30 A.M.**

| Sr.NO. | Activity  | Time                               |
|--------|---|------------------------------------|
| I      | <b>Interactions Part-I</b><br>1) Principal<br>2) Chairman, G.C.<br>3) Chairman, CDC.<br>4) IQAC<br>5) Registrar<br>6) Head of Departments.  | 9:30 A.M.<br><br>To<br>10:30 A.M.  |
| II     | <b>Interactions part-2</b><br>7) WDC<br>8) Women employee<br>9) Mandatory cells and committees.<br>10) Best practices and Institutional distinctiveness.  | 10:30 A.M.<br><br>To<br>11:30 A.M. |
| III    | <b>Visits</b><br>1) Women's facilities<br>2) Academic departments (25%)(Verification of departmental documents).<br>3) ICT Infrastructure<br>4) Research Center<br>5) Library-ICT<br>6) Examination department.<br>7) NSS and NCC.<br>8) Facilities and infrastructure for physical disable.<br>9) Waste management system.<br>10) Sports and cultural. | 11:30 A.M.<br><br>To<br>1:00 P.M.  |
| IV     | <b>Lunch</b>  | <b>1:00 P.M. To 2:00 P.M.</b>      |

|     |   |   |
|-----|---|---|
| V   | <p><b>Document verifications</b></p> <ol style="list-style-type: none"> <li>1) IQAC Documentation.</li> <li>2) Students redressal, Ant ragging and Internal complaint cell.</li> <li>3) e- governance</li> <li>4) PO, PSO, CO Attainment</li> <li>5) Policy documents.</li> <li>6) Purchase committee.</li> <li>7) Teachers Diary</li> <li>8) Welfare scheme</li> <li>9) Students placement data and documents.</li> <li>10) Licensed software</li> <li>11) Administrative office Documents:</li> </ol> <p>( Students admission records, scholarship, Grants and funding, Appointment, promotion and retirement records, Service books, Salary records, financial audit reports etc.)</p> | <p>2:00 P.M.</p> <p>To</p> <p>3:30 P.M.</p> |
| VI  | <b>Report writing.</b>  | 3:30 P.M. To 4:30 P.M.                      |
| VII | <b>Exit meeting</b>   | 4:30 P.M. To 5:00 P.M.                      |

*Amelkar*

**CHAIRMAN**  
Audit Team IQAC CLUSTER  
Pune



*[Signature]*

**CHAIRMAN**  
Audit Team IQAC CLUSTER  
Pune

**IQAC CLUSTER INDIA**  
(Reg.No.MAH/236/2021/PUNE)

**INSPECTION COMMITTEE REPORT**

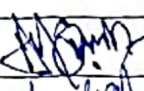
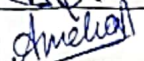
**FOR ARTS, COMMERCE AND SCIENCE COLLEGE, KHAREPATAN COLLEGE**

(Framed Under Sections 90(2) Read with 5(25), 14 (14), And 28 (dd) Of The Act)



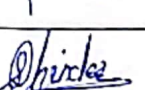
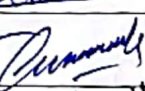
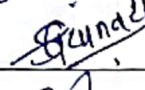

The Academic and Administrative Audit Committee visited Kharepatan Panchakroshi Shikshan Prasarak Mandal, Kharepatan's Arts, Commerce and Science College, Kharepatan College on: 10<sup>th</sup> May 2023

|                  |                                    |                   |
|------------------|------------------------------------|-------------------|
| Day<br>Wednesday | Date:<br>10 <sup>th</sup> May 2023 | Time:<br>09:30 AM |
|------------------|------------------------------------|-------------------|


The External Peer committee members for AAA appointed by Cluster Maharashtra are:

| Sr. No | Name                  | Designation | Address                      | Signature  |
|--------|-----------------------|-------------|------------------------------|--|
| 1.     | Prof. Dr. Ayub Sheikh | Chairman    | ICS College, Khed            |   |
| 2.     | Dr. Amelia Antony     | Member      | St. Paul College, Ulhasnagar |  |

Authorities of the organization who interacted with the AAA team are:

| Sr. No. | Name                                       | Designation               | Address   | Signature   |
|---------|--|---------------------------|---|---|
| 1.      | Hon. Shri. Pravin Digambar Lokare          | Management representative | At and Post Kharepatan, Tal. Kankavli, Dist. Sindhudurg                                     |  |
| 2.      | Hon. Dr. Atmaram Deu Kamble                | Principal                 | At Kalpatru, Rameshwar Nagar, Kharepatan, Post. Kharepatan, Tal. Kankavli, Dist. Sindhudurg |  |
| 3.      | Hon. Dr. Vandana Rajesh Shinde - Vhatkar   | CDC member                | At and Post Kharepatan, Tal. Kankavli, Dist. Sindhudurg                                     |  |
| 4.      | Hon. Shri. Vaseem Hanif Sayyed             | IQAC In charge            | At and Post Rajapur, Tal. Rajapur, Dist. Ratnagiri  |  |
| 5.      | Hon. Shri. Shrikrishna Ranade              | Registrar or Equivalent   | At and Post Korle Tal. Devgad Dist Sindhudurg   |  |
| 6.      | Hon. Shri. Mohamed Ali Abdul Sattar Munshi | Teacher Representative    | At and Post Rajapur, Tal. Rajapur, Dist. Ratnagiri  |  |

The Audit report has been submitted by Cluster India on: 10<sup>th</sup> May 2023

  
Committee Chairman



  
Principal



**CHAIRMAN**  
Audit Team **IQAC CLUSTER INDIA** and Administrative Audit by Cluster India  
Pune

Arts, Commerce and Science College, Kharepatan  
At Kharepatan, Tal. Kankavli, Dist. Sindhudurg-41671

**IQAC CLUSTER INDIA**  
(Reg.No.MAH/236/2021/PUNE)

**INSPECTION COMMITTEE REPORT**

**FOR ARTS, COMMERCE AND SCIENCE COLLEGE, KHAREPATAN COLLEGE**

(Framed Under Sections 90(2) Read with 5(25), 14 (14), And 28 (dd) Of The Act)

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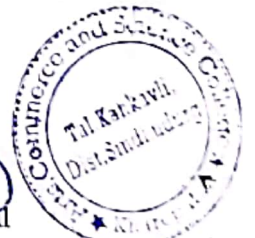
Committee Chairman

**CHAIRMAN**

**Audit Team IQAC CLUSTER**



**PRINCIPAL**



Arts, Commerce and Science College, Kharepatan  
Tal. Kankavli, Dist. Sindhudurg-416703



**IQAC CLUSTER INDIA**  
(Reg.No.MAH/236/2021/PUNE)

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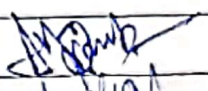

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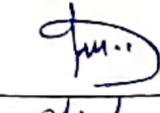
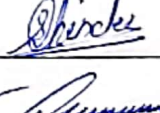
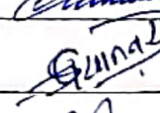
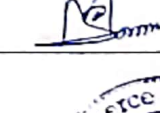

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The Audit report has been submitted by Cluster India on: 10<sup>th</sup> May 2023

Committee Chairman

**CHAIRMAN**

Audit Team **IQAC CLUSTER**

1

**Pune**

Academic and Administrative Audit by Cluster India at Arts, Commerce and Science College, Kharepatan Tal. Kankavli, Dist. Sindhudurg-416701.



PRINCIPAL



# Section I: Basic Details of the Organization:

|      |   |  |
|------|---|--|
| I    | <b>Name of the Trust/ Society</b><br><br><b>Address</b><br><b>Phone no:</b><br><b>E-mail</b><br><b>Year of Establishment:</b>                                 | Kharepatan Panchakroshi Shikshan Prasarak Mandal,<br>Kharepatan<br>At and Post Kharepatan, Tal. Kankavli, Dist. Sindhudurg<br>9421149914<br><a href="mailto:kharepatancollege@gmail.com">kharepatancollege@gmail.com</a><br>1953 |
| II   | <b>Name of the College/ Institute:</b><br><br><b>Address:</b><br><br><b>Year of Establishment</b>   | Kharepatan Panchakroshi Shikshan Prasarak Mandal,<br>Kharepatan's Arts, Commerce and Science College,<br>Kharepatan<br>At and Post Kharepatan, Tal. Kankavli,<br>Dist. Sindhudurg<br>2012 - 2013                                 |
|      | <b>Contact Details:</b><br>1. Telephone no with STD code<br>2. Fax no:<br>3. Mobile no of the organization<br>4. Organizational email:<br>5. Website address: | 02367242211<br>02367242211<br>9421149914<br><a href="mailto:kharepatancollege@gmail.com">kharepatancollege@gmail.com</a><br><a href="https://www.acsckharepatan.edu.in">https://www.acsckharepatan.edu.in</a>                    |
| III. | <b>Institutional Status</b><br>Affiliating University:<br>Affiliation Status:<br>UGC Approval<br>Financial Status:  | University of Mumbai, Mumbai<br>Temporary<br><br>Self-financing only   |
| IV.  | <b>Type of College:</b>   | a) Affiliated<br>b) Co-ed College.<br>c) Rural   |
| V.   | <b>Type of Faculty/Programme</b><br><br><br>  | <b>Multi faculty</b><br>● Arts, Commerce and Science   |
| VI.  | <b>Special status conferred</b><br><b>UGC-Special Assistance</b><br><b>Programme</b>  | --<br><br>--   |



## Section II

### What are the Objectives to Conduct the Academic Audit?

An academic audit is a comprehensive review of an educational institution's processes, policies, and practices aimed at ensuring and enhancing the quality of education. The objectives of conducting an academic audit include:

- A - Accountability: Ensure the institution is responsible for educational practices and transparent in its operations.
- B - Benchmarking: Compare the institution's performance with peer institutions and identify best practices.
- C - Curriculum Evaluation: Review and assess the curriculum for relevance and alignment with industry standards.
- D - Data-Driven Decisions: Utilize data collected from the audit to inform strategic planning and decision-making.
- E - Effectiveness: Evaluate the effectiveness of teaching methods, faculty performance, and the learning environment.
- F - Faculty Development: Identify opportunities for faculty professional development and support.
- G - Governance: Ensure that the institution's governance structures support its academic mission.
- H - Holistic Review: Conduct a comprehensive review of all academic processes and policies.
- I - Innovation: Identify and promote innovative practices within the institution.
- J - Justification: Provide justification for resource allocation and utilization.
- K - Knowledge Dissemination: Assess how effectively knowledge is being shared and taught.
- L - Learning Outcomes: Ensure students are achieving the intended learning outcomes and competencies.
- M - Monitoring: Continuously monitor academic processes to ensure ongoing quality.
- N - Needs Assessment: Identify the needs of students, faculty, and the institution to support academic success.
- O - Organizational Improvement: Recommend improvements for organizational structures and processes.



P - Policy Review: Examine institutional policies for effectiveness and consistency.

Q - Quality Assurance: Ensure that academic programs meet established standards and benchmarks.

R - Resource Evaluation: Evaluate the adequacy and effectiveness of educational resources.

S - Stakeholder Feedback: Gather feedback from students, faculty, and other stakeholders to inform improvements.

T - Transparency: Promote transparency in academic processes and decision-making.

U - Utilization: Ensure resources are being used efficiently and effectively.

V - Value Addition: Identify ways to add value to the institution's academic offerings.

W - Workforce Development: Assess and enhance the professional development opportunities for faculty and staff.

X - eXcellence: Strive for excellence in all academic endeavors and outcomes. Y - Yield Improvement: Improve the yield of academic success and student satisfaction.

Z - Zeal for Continuous Improvement: Foster a culture of continuous improvement and enthusiasm for achieving academic excellence.

By achieving these objectives, an academic audit aims to foster a culture of excellence, accountability, and continuous improvement within educational institutions.

**PROVIDE DATA AND DOCUMENTS OF LAST TWO COMPLETED ACADEMIC YEARS.**

(Academic Year- 2021-22 to 2022-23)

**Section III: Governance Structure and Policies**

| Sr. No. | Metric details   | Inputs | File Number |
|---------|--|--------|-------------|
| 1.      | <p>➤ Vision...</p> <p>✓ The strengthening education, economically and socially with special focus on education and skills development, to help and motivate every member of the society to lead a dignified personal and social life. while acquiring knowledge, the institute made the students and the community aware that continuous efforts are a</p> |        |             |

good thing to achieve.

- ✓ To provide quality education to all classes of the society, to empower a cross-section of the society through excellent education based on a sound value system, pursuit of excellence in higher education.

➤ **Mission...**

- ✓ Our mission is to offer high quality education dedicated to building minds with social and moral responsibility.
- ✓ We are committed to educating the students beyond the confines of a class room to make them better individuals and develop their personalities, enabling them to face the challenges of the modern world .

and

➤ **Goals...**

- ❖ To create a trans-formative educational environment that:

- ✓ Promotes Academic Excellence: Deliver high-quality education that ensures students gain in-depth knowledge and critical thinking skills.
- ✓ Encourages Skill Development: Focus on developing practical skills and competencies that enhance employability and entrepreneurial abilities.
- ✓ Fosters Social and Moral Responsibility: Instill a strong value system and ethical mindset, encouraging students to contribute positively to society.
- ✓ Ensures Inclusive Education: Provide accessible education to all sections of society, bridging social and economic gaps.
- ✓ Supports Continuous Improvement: Encourage a culture of continuous learning and self-improvement among students and the community.
- ✓ Enhancing Employability Through Industry-Required Skill Sets: To make the students employable by enhancing the skill sets required in the industries.
- ✓ Fostering Responsible Citizenship Among Students: To equip students, as to how they can become more responsible citizens of the nation.



|    |  |   |   |             |
|----|--|---|---|-------------|
|    | ✓ Ensuring Access, Equity, and Quality in Education: To educate students by giving them access, equity and quality. plz give me heading for said sentence each         |   |   |             |
|    | <b>Assessment Parameters:</b>  | <b>2021-22</b>                              | <b>2022-23</b>                              |             |
| 2. | <b>Principal</b><br><br>(Regular / Incharge (approved) /<br>Incharge (Unapproved))   | Regular                                     | Regular                                     | File No. 01 |
|    | Name & Relevant details  | Dr. Atmaram Deu<br>Kamble                   | Dr. Atmaram Deu<br>Kamble                   |             |
| 3. | <b>CDC</b>   |   |   | File No. 02 |
|    | a) Meetings held since formation   | YES   | YES   |             |
|    | b) Agenda, Minutes and Action<br>Taken Report of each meeting.<br>% Implementation of decisions  | YES<br>80-90% & above<br>(No. of Meet - 03) | YES<br>80-90% & above<br>(No. of Meet - 03) |             |
|    | c) Review of the decisions taken<br>especially with respect to<br>academics, research, student<br>activities certain policies such<br>as admissions, examination, etc. | YES   | YES   |             |
| 4. | <b>IQAC</b>  |   |   | File No. 03 |
|    | a) Is Committee formed according<br>to the IQAC norms?   | YES   | YES   |             |
|    | b) Number of Meetings held   | 04  | 04  |             |
|    | c) Agenda, minutes and Action<br>Taken Report  | YES   | YES   |             |
|    | d) The working of the<br>organizational IQAC is in tune<br>with its vision and mission<br>statements   | YES   | YES   |             |



|   |   |   |  |
|---|---|---|--|
| c) Whether a Perspective plan is in place and is working?<br>What is the % of success?                  | YES<br>80-90% & above   | YES<br>80-90% & above   |  |
| d) Whether a short term and long term goals and objectives are identifiable by the IQAC and Management? | <p>YES</p> <p><b>Short-term goals</b></p> <ul style="list-style-type: none"> <li>✓ Green Audit</li> <li>✓ Energy Audit</li> <li>✓ Academic Excellence</li> <li>✓ Infrastructure Development</li> <li>✓ Quality Enhancement</li> <li>✓ Accreditation Preparation</li> <li>✓ Student Support</li> </ul> <p><b>Long-term goals</b></p> <ul style="list-style-type: none"> <li>✓ Sustainable Growth</li> <li>✓ Research and Innovation</li> <li>✓ Global Recognition</li> <li>✓ Community Outreach</li> <li>✓ Technological Integration</li> <li>✓ Alignment with National Education Policy (NEP) 2020</li> <li>✓ Enhancing Success and Diversity in</li> </ul> | <p>YES</p> <p><b>Short-term goals</b></p> <ul style="list-style-type: none"> <li>✓ AAA Audit</li> <li>✓ Gender Audit</li> <li>✓ Continued Improvement</li> <li>✓ Seek rankings for the institution.</li> <li>✓ Feedback Utilization</li> <li>✓ Financial Sustainability</li> <li>✓ Quality Assurance</li> <li>✓ Research and Publication</li> </ul> <p><b>Long-term goals</b></p> <ul style="list-style-type: none"> <li>✓ Alignment with National Education Policy (NEP) 2020</li> <li>✓ Enhancing Success and Diversity in Higher Education Institutions</li> <li>✓ Strategic Planning</li> <li>✓ Leadership Development</li> <li>✓ Enhanced Facilities</li> <li>✓ Quality Research Output</li> </ul> |  |

|  | Higher Education Institutions                 | ✓ Global Competitiveness  |  |
|--|---|---|--|
| g) Number of Quality initiatives undertaken by IQAC  | 06  | 06  |  |
| h) Number of collaborative activities are conducted with other institute by IQAC   | Collaboration - 00<br>MoU - 05<br>Total - 05  | Collaboration - 00<br>MoU - 05<br>Total - 05                        |  |
| i) Whether AQAR's are sent on an annual basis?<br>(not for First Cycle colleges)   | NA  | NA  |  |
| j) Number of feedback's taken?<br>Feedback Taken on...<br>1. Students Satisfaction Survey on Overall Institutional Performance<br>2. Learners' Feedback on Teaching Learning and Curriculum<br>3. Teachers, Parents and Stakeholders Feedback on Teaching Learning and Curriculum<br>Alumni Feedback Analysis done?<br>Action taken and Actions implemented? | 300<br><br><br><br><br><br><br><br>YES<br>YES | 300<br><br><br><br><br><br><br><br>YES<br>YES                       |  |
| k) Audits conducted other than AAA?<br>(Environmental / Green / Energy / Gender, etc.)   | NIL   | YES<br><br>✓ Green Audit<br>✓ Energy Audit<br>✓ Environmental Audit |  |

| 5. | Student Council committee  |   |   | File No. 04 |
|----|--|---|---|-------------|
|    | a) Whether the student council has been formed as per the norms? | YES   | YES   |             |
|    | b) Whether the student council is active?                        | YES   | YES   |             |
|    | c) Activities of Student Council.                                | YES   | YES   |             |
|    |  | <ul style="list-style-type: none"> <li>➤ Student Council contributes to various college activities like:</li> <li>➤ Leadership and Skill Development Sessions</li> <li>➤ Community Service and Outreach Programs</li> <li>➤ Career Counselling</li> <li>➤ Diversity and Inclusion Initiatives</li> <li>➤ Environmental Sustainability Campaigns</li> <li>➤ Health and Wellness Workshops</li> </ul> | <ul style="list-style-type: none"> <li>➤ Student Council contributes to various college activities like:</li> <li>➤ Leadership and Skill Development Sessions</li> <li>➤ Community Service and Outreach Programs</li> <li>➤ Career Counselling</li> <li>➤ Diversity and Inclusion Initiatives</li> <li>➤ Environmental Sustainability Campaigns</li> <li>➤ Health and Wellness Workshops</li> </ul> |             |

|    |  |  |  |             |
|----|--|--|--|-------------|
|    |  | <ul style="list-style-type: none"> <li>➤ Arts and Talent Showcases</li> <li>➤ Cultural Events and Festivals</li> <li>➤ Academic Seminars and Workshops</li> <li>➤ Sports Tournaments and Competitions</li> <li>➤ Social Awareness Campaigns</li> <li>➤ Student Welfare Programs</li> </ul> <p>NSS, DLLE etc.</p> | <ul style="list-style-type: none"> <li>➤ Arts and Talent Showcases</li> <li>➤ Cultural Events and Festivals</li> <li>➤ Academic Seminars and Workshops</li> <li>➤ Sports Tournaments and Competitions</li> <li>➤ Social Awareness Campaigns</li> <li>➤ Student Welfare Programs</li> </ul> <p>NSS, DLLE etc.</p> |             |
| 6. | Student Grievance Redressal Cell                             |  |  | File No. 05 |
|    | a) Composition of Cell                                       | YES  | YES  |             |
|    | b) Redressal Policy of the college.                          | Framed and working As per UGC rules and regulations.   | Framed and working As per UGC rules and regulations.   |             |
|    | c) Number of meetings conducted per year?<br>Decisions taken | <p>02</p> <ul style="list-style-type: none"> <li>✓ Resolution of Academic also Non-academic Issues.</li> <li>✓ Improvement of Campus Facilities</li> <li>✓ Student Welfare and Support</li> <li>✓ Transportation</li> </ul>  | <p>02</p> <ul style="list-style-type: none"> <li>✓ Resolution of Academic also Non-academic Issues.</li> <li>✓ Improvement of Campus Facilities</li> <li>✓ Student Welfare and Support</li> <li>✓ Transportation</li> </ul>  |             |

|  |   | Facility<br>✓ Feedback and Continuous Improvement  | Facility<br>✓ Feedback and Continuous Improvement  |  |
|--|---|--|--|--|
|  | d) Number and nature of complaints received?<br>Action taken on it? | No-one Grievance / case received.  | No-one Grievance / case received.  |  |
|  | e) Redressal procedure?   | <a href="https://www.acsckharepatan.edu.in/grievance-redressal-cell">https://www.acsckharepatan.edu.in/grievance-redressal-cell</a><br><br>1.Submission of Grievances<br>2.Initial Assessment<br>3.Committee Review<br>4. Investigation<br>5.Mediation and Resolution<br>6.Communication of Outcome<br>7.Follow-Up | <a href="https://www.acsckharepatan.edu.in/grievance-redressal-cell">https://www.acsckharepatan.edu.in/grievance-redressal-cell</a><br><br>1.Submission of Grievances<br>2.Initial Assessment<br>3.Committee Review<br>4. Investigation<br>5.Mediation and Resolution<br>6.Communication of Outcome<br>7.Follow-Up |  |
|  | f) Number of Awareness program conducted                            | 01<br><br><b>Note:</b> Students are informed about the same during induction, through prospectus, organised seminar, workshop /orientation, mouth  | 01<br><br><b>Note:</b> Students are informed about the same during induction, through prospectus, organised seminar, workshop /orientation, mouth  |  |

|    |  | publicity / personal<br>meet website etc   | publicity / personal<br>meet website etc   |             |
|----|--|--|--|-------------|
| 7. | <b>Internal Complaints Committee</b>   | <a href="https://www.acsckharepatan.edu.in/internal-complaints-committee-icc">https://www.acsckharepatan.edu.in/internal-complaints-committee-icc</a>                        | <a href="https://www.acsckharepatan.edu.in/internal-complaints-committee-icc">https://www.acsckharepatan.edu.in/internal-complaints-committee-icc</a>                        | File No. 06 |
|    | a) Is ICC constituted as per the norms?                                      | YES  | YES  |             |
|    | b) Composition of ICC Cell   | YES  | YES  |             |
|    | c) Are the details of ICC intimated on the notice board or at proper places? | YES  | YES  |             |
|    | d) Is it mentioned in the prospectus and on the website?                     | YES  | YES  |             |
|    | e) Number of complaints received and action taken?                           | No-one complaints received   | No-one complaints received   |             |
|    | f) Number of meetings conducted  | 02<br>As and when needed   | 02<br>As and when needed   |             |
|    | g) Number of activities conducted by the Committee?                          | 01<br>Note: Students are informed about the same during induction, through prospectus, organised seminar, workshop /orientation, mouth publicity / personal meet website etc | 01<br>Note: Students are informed about the same during induction, through prospectus, organised seminar, workshop /orientation, mouth publicity / personal meet website etc |             |
| 8. | <b>Anti-ragging committee</b>  | <a href="https://www.acsckharepatan.edu.in/anti-ragging-committee">https://www.acsckharepatan.edu.in/anti-ragging-committee</a>  | <a href="https://www.acsckharepatan.edu.in/anti-ragging-committee">https://www.acsckharepatan.edu.in/anti-ragging-committee</a>  | File No. 07 |
|    | a) Composition of Anti-ragging Cell  | YES  | YES  |             |
|    | b) Whether notifications about anti-ragging are put up on the campus?        | YES  | YES  |             |



|    |  |  |  |             |
|----|--|--|--|-------------|
|    | c) Awareness about anti ragging done?  | 01<br>Note: Students are informed about the same during induction, through prospectus, organised seminar, workshop /orientation, mouth publicity / personal meet website etc   | 01<br>Note: Students are informed about the same during induction, through prospectus, organised seminar, workshop /orientation, mouth publicity / personal meet website etc   |             |
|    | d) Meetings and report of cases. Action taken?   | 02<br>No-one case received   | 02<br>No-one case received   |             |
| 9. | SC, ST, OBC, Minority Cell   |  |  | File No. 08 |
|    | e) Meetings held and issues discussed and new aspects implemented                      | <ul style="list-style-type: none"> <li>&gt; Twice a year</li> <li>&gt; No Issue Raised</li> </ul>  | <ul style="list-style-type: none"> <li>&gt; Twice a year</li> <li>&gt; No Issue Raised</li> </ul>  |             |
|    | f) Priority in Admissions, progression and during appointments.                        | YES  | YES  |             |
|    | g) Efforts to prevent discrimination at workplace and to create congenial environment. | <ul style="list-style-type: none"> <li>✓ Code of conduct for All</li> <li>✓ Complain Registration - Offline /Online on Website</li> <li>✓ Grievance Redressal Cell</li> <li>✓ ICC Portal</li> <li>✓ Anti Raging</li> </ul> | <ul style="list-style-type: none"> <li>✓ Code of conduct for All</li> <li>✓ Complain Registration - Offline /Online on Website</li> <li>✓ Grievance Redressal Cell</li> <li>✓ ICC Portal</li> <li>✓ Anti Raging</li> </ul> |             |

|     |   | Committee<br>✓ Committee for SC<br>/ ST, Minority<br>and OBC  | Committee<br>✓ Committee for SC<br>/ ST, Minority<br>and OBC  |             |
|-----|---|---|---|-------------|
| 10. | <b>Right To Information (RTI)</b>   |   |   | File No. 09 |
|     | a) Whether committee exists with proper Authority   | YES   | YES   |             |
|     | b) Whether the name of Appellate authority and the committee is displayed at visible place? | YES   | YES   |             |
|     | c) No of RTI cases & solutions?   | NIL   | NIL   |             |
| 11. | <b>Purchase Committee</b>   |   |   | File No. 10 |
|     | a) Functional purchase committee with standard procedures present / absent?                 | An infrastructure development committee oversees college purchase matters, typically adhering to standard procedures. | An infrastructure development committee oversees college purchase matters, typically adhering to standard procedures. |             |
|     | b) Minutes of Meeting documents of Purchase committee.                                      | --  | --  |             |
|     | c) Purchase Orders and Comparative Statement documents                                      | YES   | YES   |             |
| 12. | <b>Development &amp; Utilization fund</b>   |   |   | File No. 11 |
|     | a) Fund, grants received from Government agencies (apart from Research grant)               | NIL   | NIL   |             |
|     | b) Fund, grants received from Non- Government agencies                                      | NIL   | NIL   |             |

|     |   |  |  |               |
|-----|---|--|--|---------------|
|     | (apart from Research grant)   |  |  |               |
|     | c) Fund, grant Utilization policy is in place?  | No, there is currently no fund and grant utilization policy established, potentially affecting transparency and efficient resource management. | No, there is currently no fund and grant utilization policy established, potentially affecting transparency and efficient resource management. |               |
| 13. | AISHE – whether each year certificate is obtained and the organization is registered with AISHE | YES  | YES  | File No. 12-A |
| 14. | NIRF- ranking of the organization and procedures completed.                                     | NO   | NO   |               |
| 15. | ISO – completed?  | YES  | YES  | File No. 12-B |
| 16. | Any other accreditation?  | NO   | NO   | File No. 12-C |
| 17. | Standard Operating Procedures, policies & Benchmarks Developed:                                 |  |  |               |
| a)  | Number of SOP's developed.  | 11   | 11   | File No. 12-D |
| b)  | Number of Policies are developed  | 17   | 17   | File No. 12-E |
| c)  | Bench marks created? Describe the areas.  | Criterion – I: Curricular Aspects<br><br>Criterion – II: Teaching, Learning and Evaluation<br><br>Criterion – III:                             | Criterion – I: Curricular Aspects<br><br>Criterion – II: Teaching, Learning and Evaluation<br><br>Criterion – III:                             | File No. 12-F |



|     |  |   |   |               |
|-----|--|---|---|---------------|
|     |  | Research, Innovations and Extension<br>Criterion - IV: Infrastructure and Learning Resources<br>Criterion - V: Student Support and Progression<br>Criterion - VI: Governance, Leadership and Management<br>Criterion - VII: Institutional Values and Best Practices   | Research, Innovations and Extension<br>Criterion - IV: Infrastructure and Learning Resources<br>Criterion - V: Student Support and Progression<br>Criterion - VI: Governance, Leadership and Management<br>Criterion - VII: Institutional Values and Best Practices |               |
| 18. | Committee working?                                       |   |   |               |
|     | a) Library-  | The Library Development Committee is working actively for the development of the Library of Arts, Commerce, and Science College, Kharepatan. Chaired by Shri. Tanmay A. Kamble, the committee includes senior teachers and student representatives. Their collective effort aims to address various library-related issues and enhance its resources and services. This inclusive approach ensures that the library meets the academic and research needs of both faculty and students effectively. |   | File No. 13-A |
|     | i. Decisions taken by library committee and implemented? | Decisions taken by Library Development Committee<br>Library orientation and database training   |   |               |

|  |  |   |  |
|--|--|---|--|
|  |  | <p>sessions and maintain</p> <p>Purchase of application for online access to students</p> <p>Students / staff Identity Card</p> <p>New Smart identity cards issued to students and staff members</p> <p>Space problem in the library</p> <p>To plan the activities of the library</p> <p>Purchase of Library Database</p> <p>Requirement of additional staff in the library</p> <p>Space problem in the library</p> <p><b>Decision implemented by Library Development Committee</b></p> <p>Library Orientation and Database training session are organised on regular basis to increase the usage</p> <p>The library is planning a new replace to solve the space problemme</p> |  |
|  | ii. Library memberships with other libraries.                        | NO  |  |
|  | iii. OPAC installed and working?                                     | NO  |  |
|  | iv. Digitization of library and computer to student ratio in library | Partially   |  |
|  | v. Library utilization by; staff and by students?                    | <p>Staff: <u>1079</u></p> <p>Students: 1641</p>   | <p>Staff: <u>1118</u></p> <p>Students: <u>1506</u></p> |
|  | vi. Old and rare books and method                                    | There are no rare books in the library but all  |  |

|  |                               |   |  |
|--|-------------------------------|---|--|
|  | to preserve them              | books and other reading materials are kept and regularly dusted and cleaned.<br><br>Pest control is done by the management to take care of the collection from termites, white ants, silverfish and other pests.  |  |
|  | vii. Facilities for students? | <b>Specialized Services</b> <ol style="list-style-type: none"> <li>1. Project Guidance and Documentation Services</li> <li>2. Internet Surfing and Downloading Facility</li> <li>3. Preparation of Various Bibliographies on Demand</li> <li>4. Database Access Facility</li> <li>5. User Education Programs</li> <li>6. Career Guidance and Advisory Services for Competitive Examinations</li> <li>7. Reader Facility for Visually Challenged Students (If Admitted)</li> <li>8. Special Facilities for Advanced Learners</li> <li>9. Personal Mentorship Programs</li> <li>10. Peer Tutoring Services</li> <li>11. Language Translation Services</li> <li>12. Study Rooms</li> <li>13. Interactive Learning Platforms</li> <li>14. Guidance on Online Course and Certification Access</li> </ol> |  |

|  |  |  |
|--|--|--|
|  | 15. Internship Placement Assistance<br>16. Financial Aid and Scholarship Counseling<br>17. Alumni Networking and Mentoring<br>18. Environmental Sustainability Programs<br>19. Crisis Management and Safety Training<br>20. Guidance on Meditation and Wellness Centers<br>21. Guidance on Fitness and<br>22. Library<br>23. Computer Lab<br>24. Science Laboratories<br>25. Auditorium<br>26. Canteen<br>27. Hostel Accommodation<br>28. Health Center<br>29. Wi-Fi Access<br>30. Student Activity Center<br>31. Gymnasium<br>32. Career Counseling<br>33. Cultural and Sport Clubs and Red Ribbon Club<br>34. NSS and DLLE Units<br>35. Research and Innovation Center |  |
|--|--|--|

|  |   |   |  |                      |
|--|---|---|--|----------------------|
|  |   | 36. Community Service Programs  |  |                      |
|  | viii. % budget spent on library for purchase of books and Journals  | 2.20%   | 2.11%  |                      |
|  | ix. Best practices by the library (number).   | 05  | 05   |                      |
|  | <b>b) Infrastructure Development Committee</b>  |   |  | <b>File No. 13-B</b> |
|  | a) Infrastructure development committee, their meetings and minutes and actions taken? Budget allocation for infrastructure.  | The Infrastructure Development Committee is functional in college. Infrastructure development related planning and decisions are taken in College Development Committee, and all planned developmental activities are monitored by Infrastructure Development Committee | The Infrastructure Development Committee is functional in college. Infrastructure development related planning and decisions are taken in College Development Committee and all planned developmental activities are monitored by Infrastructure Development Committee |                      |
|  | <b>Details of ...</b><br>i. Number of computers & computer to student ratio<br><br>ii. Computer to administrative office staff ratio<br><br>iii. Available band width currently | > Number of computers: 20<br>> Computer to student ratio - 0.04<br>> 1:1  | > Number of computers: 20<br>> Computer to student ratio - 0:04<br>> 1:1   |                      |

|  |  |  |                      |
|--|--|--|----------------------|
| <p>iv. Facilities such as lecture capturing system / media centre.</p> <p>v. Wi- fi updating last done</p> <p>vi. No of rooms for academic purpose (class rooms, benches &amp; accommodation in classes, class wise furniture and other details)</p> | <p>&gt; 100 Mbps</p> <p>&gt; NIL</p> <p>&gt; YES</p> <p>&gt; No. of Classroom : 20</p> <p>&gt; No. of Classroom with LCD's : 02</p> <p>&gt; Number of seminar halls with ICT facilities : 01</p> <p>&gt; Benches:700</p> <p>&gt; Accommodation in classes:2100</p> <p>&gt; Class-wise Furniture: White-Boards, Black-Boards, Podium, Cupboards</p> | <p>&gt; 100 Mbps</p> <p>&gt; NIL</p> <p>&gt; YES</p> <p>&gt; No. Of Classroom : 20</p> <p>&gt; No. Of Classroom with LCD's : 02</p> <p>&gt; Number of seminar halls with ICT facilities : 01</p> <p>&gt; Benches:900</p> <p>&gt; Accommodation in classes:2700</p> <p>&gt; Class-wise Furniture: White-Boards, Black-Boards, Podium, Cupboards</p> |                      |
| <p>c) Other committees, their meetings, minutes and action taken reports</p>   | <p>Colleges typically have various committees hold regular meetings, document minutes, and prepare action taken reports to ensure continuous improvement in administration and academic standards, research quality, student welfare, and overall governance.</p>  | <p>Colleges typically have various committees hold regular meetings, document minutes, and prepare action taken reports to ensure continuous improvement in administration and academic standards, research quality, student welfare, and overall governance.</p>  | <p>File No. 13-C</p> |

|     |  |  |   |  |
|-----|--|--|---|--|
| 19. | <p><b>Departmental filing</b><br/>(Department-wise)<br/>(25% department's records will be verified as per following parameter during physical visit.)</p> <p>a) Departmental staff details, appointments, etc.</p> <p>b) Workload,</p> <p>c) Timetable,</p> <p>d) Teaching plan and monthly teaching schedule.</p> <p>e) Teachers diary,</p> <p>f) Leaves record and necessary adjustments.</p> <p>g) Departmental meetings,</p> <p>h) Student list,</p> <p>i) Result analysis,</p> <p>j) Examination dates,</p> <p>k) Activity planning,</p> <p>l) Add-on courses details</p> <p>m) Value added courses details</p> <p>n) Cross Cutting issues related courses details</p> <p>o) Remedial Course Planning and Execution Methodology</p> <p>p) Bridge courses, - Content, Schedule, Attendance, Material, Feedback, Feedback Analysis.</p> <p>q) Student Centric Teaching Learning details.</p> <p>r) Experiential teaching learning details</p> | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>NO</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>NO</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> |  |
|-----|--|--|---|--|



|   |     |     |  |
|---|-----|-----|--|
| (as per curriculum)   |     |     |  |
| s) Teaching feedback and feedback analysis and action taken report on the analysis. | YES | YES |  |
| t) Departmental Peer assessment of teaching and its analysis from external Peers.   | YES | YES |  |
| u) Departmental SWOC.- External & Internal  | YES | YES |  |
| v) Student feedback on departmental functioning.                                    | YES | YES |  |
| w) Percentage of student progression to higher education and placement.             | YES | YES |  |

#### Section IV: Student Progression.

| Sr. No. | Particulars  | 2021-2022     | 2022-2023     | File No.    |
|---------|--|---------------|---------------|-------------|
| 1.      | Total number of students in the organization   | 494           | 492           | File No. 14 |
| 2.      | Percentage of enrolment against sanctioned seats (more than 80% / 70% / 60% / less than 60%) | Less than 60% | Less than 60% |             |
| 3.      | % of category students   |               |               |             |
|         | a) SC  | 09.51%        | 08.53%        |             |
|         | b) ST  | 00            | 00.20%        |             |
|         | c) OBC   | 51.21%        | 52.64%        |             |
|         | d) Other   | 09.91%        | 09.95%        |             |
|         | e) Open  | 28.74%        | 28.65%        |             |
| 4.      | Students from other states   | 02            | 02            |             |
| 5.      | Students from other nations  | 00            | 00            |             |
| 6.      | % Divyang students.  | 00            | 00            |             |
| 7.      |  | 1.18:1        | 1.37:1        |             |



|     |  |   |   |  |
|-----|--|---|---|--|
| 8.  | Total number of students appeared for final year   | 146   | 151   |  |
| 9.  | Total number of students passed in final year.   | 123   | 105   |  |
| 10. | Percent of Student attendance  | More than 75%   | More than 75%   |  |
| 11. | Scholarship / free-ships provided to students: Government / Non-government (% beneficiaries)   | 47.16%  | 46.63%  |  |
| 12. | Welfare schemes for students: its details and number of beneficiaries  | Students Insurance<br>Number of beneficiaries: <u>494</u> | Students Insurance<br>Number of beneficiaries: <u>492</u> |  |
| 13. | Number of Awards won by students from cultural events (National / International / State/ University.)  | NIL   | NIL   |  |
| 14. | Number of Awards won in sports at international/ national/ state/ university/ various levels vs. total number of students                      | NIL   | NIL   |  |
| 15. | Number of Sports and Cultural events conducted in college.   | 31  | 36  |  |
| 16. | Percentage of participation of students in<br>a) NSS<br>b) NCC<br>c) Any other   | 28.34%<br>00<br>17.61%                                    | 40.65%<br>00<br>36.58%                                    |  |
| 17. | Number of Extension and Outreach activities conducted by NSS / NCC / Red cross/YRC wherein students were participated.                         | 84  | 70  |  |
| 18. | <i>Students completed graduation/ masters and employed by the college placement cell (give details)</i><br>i. Number of student registered for |   |   |  |



|     |   |   |   |  |
|-----|---|---|---|--|
|     | placement cell  | 00  | 00  |  |
|     | ii. No of trainings conducted by placement cell and students benefitted.                            | 00  | 00  |  |
|     | iii. Number of pre-placement sessions conducted.  | 00  | 00  |  |
|     | iv. Students directly placed.   | 15% - 25%                                       | 15% - 25%                                       |  |
|     | v. Students placed on campus through job fairs  | 00  | 00  |  |
|     | vi. Students placed off campus through job fairs.   | 00  | 00  |  |
|     | vii. Total number of MoU / tie-ups created by institution in current year for placement.            | 05  | 05  |  |
|     | viii.% students who have gone for entrepreneurship/ family businesses.                              | 15% - 25%                                       | 15% - 25%                                       |  |
| 19. | <b>Students who have pursued their education further (Progression)</b>                              |   |   |  |
|     | a) % progression of students passed.  | 2.42%   | 1.42%   |  |
|     | b) % of Student progressed to higher education  | 2.42%   | 1.42%   |  |
|     | c) % progressed into interdisciplinary areas.   | 2.42%   | 1.42%   |  |
|     | d) % students who have stopped progression (@home/married/etc.)                                     | 45%   | 38%   |  |
| 20  | Capability enhancement schemes, Guidance for competitive examination, Career counselling conducted. |   |   |  |
|     | a) Number of Capability enhancement activities conducted.   | 11  | 13  |  |
|     | b) Percentage of Student participant  | More than 90%<br>(Some students participated in | More than 90%<br>(Some students participated in |  |

|     |  |                                       |   |  |
|-----|--|---------------------------------------|---|--|
|     |  | multiple activities)                  | multiple activities)  |  |
|     | c) Number of Guidance for competitive examination conducted.   | 03                                    | 04  |  |
|     | d) Percentage of Student participant.  | 80%                                   | 75%   |  |
|     | e) Number of Career Counselling programs conducted.  | 05                                    | 06  |  |
|     | f) Percentage of students participants.  | 75%                                   | 80%   |  |
| 21  | Average percentage of students clearing GATE / NET / SET / Civil services / etc.<br>(list of students, year , position achieved, related details)  | NIL                                   | NIL   |  |
| 22. | Registered alumni association present?<br>a) % of new Alumni registered:<br>b) Monetary Support in terms of funds / donation<br>c) Support in services:<br>• Parenting support to existing students<br>• Support in kind: library/ Sports/ infrastructure/etc.<br>• Support in terms of services: guest lecture/ mentoring/ etc.<br>• Support in placements<br>d) Alumni meetings: | 08<br>NIL<br>NIL<br>NIL<br>NIL<br>YES | NIL<br>(Degree Distribution awaited)<br>NIL<br>NIL<br>NIL<br>NIL<br>YES |  |

#### Section V Academics:

|    |   |    |    |             |
|----|---|----|----|-------------|
| 1. | Number of (Certificate / Diploma) Programs included in last five years (for certificate 150 hours for diploma 300 hours)<br>Details with proofs | 00 | 00 | File No. 15 |
| 2. | Number of new university programs introduced.   | 00 | 00 |             |



|     |   |                                 |                                 |  |
|-----|---|---------------------------------|---------------------------------|--|
| 3.  | Number of Add-on programs conducted   | 04                              | 08                              |  |
| 4.  | Number of value added courses (30 hours skill based).   | 04                              | 08                              |  |
| 5.  | Number of Courses having field study/Research projects/ internships   | 00                              | 00                              |  |
| 6.  | Percentage of Students undertaking field projects/ internships (current year)   | 00                              | 00                              |  |
| 7.  | Number of Courses having Cross Cutting Issues.  | 26                              | 26                              |  |
| 8.  | Percentage of teachers using ICT for effective teaching and learning, e – learning resources.( list the tools and resources available   | 80%                             | 80%                             |  |
| 9.  | Number of ICT enabled classrooms and smart class rooms.   | 02                              | 02                              |  |
| 10. | Whether<br>a) Course outcomes (CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?<br>b) Attainment of PO, PSO & CO conducted? Provide documents. | YES<br>YES                      | YES<br>YES                      |  |
| 11. | Provide average passing percentage of the college (only final year be considered)<br><b>Passing analysis;</b><br>Distinction<br>First Class<br>Second Class<br>Pass Class<br>Failed:            | 21<br>18<br>60<br>25<br>08      | 27<br>24<br>35<br>68<br>09      |  |
| 12. | How does college analyse results and how are they used for the future development of  | ➤ The result is placed in front | ➤ The result is placed in front |  |

|                   |  |  |  |
|-------------------|--|--|--|
| the organization? | of IQAC and CDC.<br>➤ Conduct of Remedial lectures is emphasized | of IQAC and CDC.<br>➤ Conduct of Remedial lectures is emphasized |  |
|-------------------|--|--|--|

#### Section VI: Teaching staff related

|   |   | Full Time  | Full Time   | File No. 16 |
|---|---|--|---|-------------|
| 1 | Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.  | Teachers: 17<br>Ph. D.: 01 Total<br>Experience: 96<br>Percentage: 05.88% | Teachers: 21<br>Ph. D.: 01 Total<br>Experience: 107<br>Percentage: 04.76% |             |
| 2 | Percentage of teachers recognized as research guides  | 00   | 00  |             |
| 3 | Number of teachers who have completed their Ph.D. in last two years   | 00   | 00  |             |
| 4 | Average percentage of full time teachers who have received awards/ recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last two years                                   | 03   | 03  |             |
| 5 | Full time teachers from other states, their last degree and the state from which it was obtained.   | 00   | 00  |             |
| 6 | Grants (Amount in lakhs) received by teachers for research projects by the government/ non- government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ the institution during last two years. | 00   | 00  |             |
| 7 | Percentage of teachers who have taken a   | 00   | 00  |             |



|     |   |    |    |  |
|-----|---|----|----|--|
|     | research project in last two years.   |    |    |  |
| 8   | Workshops / seminars on IPR / Research methodology and Entrepreneurship conducted by college.                                       | 05 | 05 |  |
| 9   | Number of papers published in UGC listed journals   | 00 | 00 |  |
| 10. | Number of books, chapter in book, research papers in proceeding published by teaching community at national and international level | 00 | 00 |  |
| 11. | Number of teachers as research guides   | 00 | 00 |  |
| 12. | An amounts generated through Consultancies provided by teaching staff.  | 00 | 00 |  |

#### Section VII: Community & environmental services.

|    |  |  |  |             |
|----|--|--|--|-------------|
| 1) | Number of NSS related activities – reports & Camps | 84   | 70   | File No. 17 |
| 2) | Number of Activities other than NSS                | 12   | 8  |             |
| 3) | Number of Environment related activities           | 28   | 27   |             |
| 4) | Number of Cleanliness programs                     | 38   | 42   |             |
| 5) | Number of Gender equity/Sensitivity programs       | 07   | 02   |             |
| 6) | List the woman's facilities in institute.          | <ul style="list-style-type: none"> <li>✧ Facilities</li> <li>✧ Wash Rooms</li> <li>✧ Girls common room</li> <li>✧ Sanitation</li> <li>✧ Healthcare</li> <li>✧ Safety and Security</li> <li>✧ Career Counseling</li> <li>✧ Mentoring</li> </ul> | <ul style="list-style-type: none"> <li>✧ Facilities</li> <li>✧ Wash Rooms</li> <li>✧ Girls common room</li> <li>✧ Sanitation</li> <li>✧ Healthcare</li> <li>✧ Safety and Security</li> <li>✧ Career Counseling</li> <li>✧ Mentoring</li> </ul> |             |



|    |  | ✧ Academic support<br>✧ Extra curricular activities  | ✧ Academic support<br>✧ Extra curricular activities  |  |
|----|--|--|--|--|
| 7) | Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting. Describe in bullet form. | ✓ Plastic Free Campus - Ban on Single Use Plastics<br>✓ Awareness programme through Rally, Personal Meet Street Paly<br>✓ No Vehicle day celebrated<br>✓ Demonstration on Waste Management<br>✓ E-waste collection point<br>✓ Installation of LED lamps<br>✓ Installation of rainwater harvesting<br>✓ Pedestrian friendly pathways<br>✓ Plastic Waste | ✓ Plastic Free Campus - Ban on Single Use Plastics<br>✓ Awareness programme through Rally, Personal Meet Street Paly<br>✓ No Vehicle day celebrated<br>✓ Demonstration on Waste Management<br>✓ E-waste collection point<br>✓ Installation of LED lamps<br>✓ Installation of rainwater harvesting<br>✓ Pedestrian friendly pathways<br>✓ Plastic Waste |  |

|    |  |   |   |  |
|----|--|---|---|--|
|    |  | Management<br>✓ Collage beautification – gardening and tree plantation  | Management<br>✓ Collage beautification – gardening and tree plantation  |  |
| 8) | Installation of Solar energy                   | YES   | YES   |  |
| 9) | Rain water harvesting ;describe in bullet form | <ul style="list-style-type: none"> <li>➤ Installation of Rain Harvesting</li> <li>➤ Construction of Bund at Adopted villages to save the rain water with the help of stones and reused plastic</li> </ul> | <ul style="list-style-type: none"> <li>➤ Installation of Rain Harvesting</li> <li>➤ Construction of Bund at Adopted villages to save the rain water with the help of stones and reused plastic</li> </ul> |  |

#### Section : VIII: OFFICE ASPECTS (office filing)

|    |  |   |   |             |
|----|--|---|---|-------------|
| 1. | <b>Teaching Staff Appointments, Approvals and Promotion</b><br><b>*Aided:</b><br>Describe Process of Appointments, Approvals and Promotion in bullet Form along with documentary evidences...<br>Number of CAS eligible Teacher<br>Number of CAS pending cases<br><b>*Unaided:</b><br>as above procedure | <ul style="list-style-type: none"> <li>➤ Advertisement</li> <li>➤ Panel Interview</li> <li>➤ Appointment</li> <li>➤ Approval</li> </ul> | <ul style="list-style-type: none"> <li>➤ Advertisement</li> <li>➤ Panel Interview</li> <li>➤ Appointment</li> <li>➤ Approval</li> </ul> | File No. 18 |
|----|--|---|---|-------------|

|    |  | ➤ Number of teachers recruited -17   | Number of teachers recruited -17   |  |
|----|--|--|--|--|
| 2. | <b>Non- Teaching Staff Appointments &amp; Promotions</b><br><b>*Aided:</b><br>Describe Process of Appointments, Approvals and Promotion in bullet Form along with documentary evidences...<br><b>*Unaided:</b><br>as above procedure   | As per the Management policy   | As per the Management policy   |  |
| 3. | <b>Service Books &amp; Leave Records (Teaching &amp; Non – Teaching Staff)</b><br><b>Aided:</b> <ul style="list-style-type: none"> <li>• Service Books maintained as per Joint Director Office</li> <li>• Computerized Leave Record is maintained as per service book</li> </ul> <b>* Unaided dept.:</b><br>As above procedure | NO   | NO   |  |
| 4. | <b>Admissions Procedures</b><br><b>*Aided/ Unaided.</b> <ul style="list-style-type: none"> <li>• Describe process of Admission in bullet form with documentary evidences.</li> </ul>   | ✓ Online / Offline Process<br>✓ Filling up of form<br>✓ Merit List as per the Government reservation<br>✓ Fee Payment<br>✓ Admission | ✓ Online / Offline Process<br>✓ Filling up of form<br>✓ Merit List as per the Government reservation<br>✓ Fee Payment<br>✓ Admission |  |

|    |  |  |  |  |
|----|--|--|--|--|
| 5. | <b>Examination and Examination grievances</b>  | <ul style="list-style-type: none"> <li>➤ Notice for Exam</li> <li>➤ Display of Exam TimeTable</li> <li>➤ Filling up of Exam Forms</li> <li>➤ Question paper setting</li> <li>➤ Question paper coding and printing</li> <li>➤ Conduct of examination</li> <li>➤ Forwarding unfair means cases (if any) to unfair means</li> <li>➤ Enquiry committee</li> <li>➤ Submission of assessed answer books and Marklist</li> <li>➤ Moderation</li> <li>➤ Result finalization</li> <li>➤ Declaration of Result</li> <li>➤ Process of Photocopy and revaluation (Student grievances)</li> </ul> | <ul style="list-style-type: none"> <li>➤ Notice for Exam</li> <li>➤ Display of Exam TimeTable</li> <li>➤ Filling up of Exam Forms</li> <li>➤ Question paper setting</li> <li>➤ Question paper coding and printing</li> <li>➤ Conduct of examination</li> <li>➤ Forwarding unfair means cases (if any) to unfair means</li> <li>➤ Enquiry committee</li> <li>➤ Submission of assessed answer books and Marklist</li> <li>➤ Moderation</li> <li>➤ Result finalization</li> <li>➤ Declaration of Result</li> <li>➤ Process of Photocopy and revaluation (Student grievances)</li> </ul> |  |
|    | <p><b>*Aided / Unaided</b></p> <p>a) Describe Examination process in bullet form with documentary evidences.</p> |  |  |  |
|    | <p>b) Describe mechanism of examination grievances in bullet form with documentary evidences.</p>                | <ul style="list-style-type: none"> <li>➤ Notice for Revaluation and; Photocopy (Student grievance</li> <li>Acceptance of Revaluation forms within 8 working</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Notice for Revaluation and; Photocopy (Student grievance</li> <li>Acceptance of Revaluation forms within 8 working</li> </ul>   |  |

|    |  |   |   |  |
|----|--|---|---|--|
|    |  | days from the date of result declaration<br>➤ Completion of Revaluation and Photocopy process<br>➤ Declaration of changed results, if any | days from the date of result declaration<br>➤ Completion of Revaluation and Photocopy process<br>➤ Declaration of changed results, if any |  |
|    | c) Number of examination grievances received in last two years with documentary evidences.   | 07  | 03  |  |
|    | d) Number examination grievances Resolved within stipulated time with documentary evidences.   | 07  | 03  |  |
| 6. | Railway / Bus Concessions<br>*Aided & Unaided Railway/ Bus Concession is issued from 1 <sup>st</sup> to 10 <sup>th</sup> date of every month<br>✓ Monthly statement is prepared on excel sheets<br>✓ Submitting the same at Railway/ Bus to the Office | NO  | NO  |  |
| 7. | Government Scholarships & Free Ships<br>*Aided/Unaided:<br>● Students and Parent are orientated with procedure and norms.<br>● Display of Notice on Digital Signage & WhatsApp group<br>● Collection of forms filled by                                | YES<br><br>YES  | YES<br><br>YES  |  |

|    |   |                           |                           |  |
|----|---|---------------------------|---------------------------|--|
|    | students on the scholarship site  | YES                       | YES                       |  |
|    | • Verification of forms & documents   | YES                       | YES                       |  |
| 8. | Non-Government scholarships, free ships, concessions.<br><b>Organizational effort to provide help to needy:</b><br>a) Concession in fees; Provide list<br>b) Other supporting documents.  | YES                       | YES                       |  |
| 9. | Inward & Outward Registers Aided / Unaided.<br><br>Digitized  | YES<br><br>No<br>MANUALLY | YES<br><br>No<br>MANUALLY |  |
| 10 | Dead Stock Registers: Provide record<br>*Aided / Unaided Course dept.:<br>Register is maintained in excel format  | YES                       | YES                       |  |
| 11 | Records of Minutes Governing council, College development committee, Internal Quality Assurance Cells.<br><br>*Aided / Unaided.:<br>Provide Records:<br>CDC-Twice a year<br>IQAC – Once in three months (minimum)<br>Management committee - Twice | YES<br><br>YES            | YES<br><br>YES            |  |



|    |   |   |   |  |
|----|---|---|---|--|
|    | a year  | YES   | YES   |  |
| 12 | <p>Records of Computers, printers, Lap Tops, Scanners, Projectors &amp; Licensed Software's</p> <p><b>*Aided / Unaided</b></p> <p>✧ Purchase of new equipment is recorded in the Dead Stock Register</p> <p>✧ New purchases are numbered</p> <p>✧ List Attached</p> <p>✧ Scrap is also donated &amp; recorded</p>   | YES   | YES   |  |
| 13 | <p>Accounts &amp; Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.</p> <p><b>Aided / Unaided :</b></p> <p>✧ Accounts is maintained in Tally ERP9</p> <p>✧ Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9</p> <p>✧ Salary Register of the Full Time Faculty's &amp; Non-Teaching Staff are maintained</p> <p>✧ Fees Receipts are printed from the customized software</p> | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>NO</p> | <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>NO</p> |  |

|    |  |                              |                              |  |
|----|--|------------------------------|------------------------------|--|
| 14 | College Budgets & Audited Balance Sheet<br>*Aided / Unaided Course dept.:<br>Budget is prepared department wise every year<br>Audited Balance Sheet is also prepared and submitted to the trust              | YES                          | YES                          |  |
| 15 | Teachers Workload & Class Time Tables<br>*Aided / Unaided:<br>As per University norms & approved form University/Joint Director Office<br><br>*Unaided:  | YES                          | YES                          |  |
| 18 | Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers<br>Provide documents of Agreements.   | YES                          | YES                          |  |
| 19 | Non- Teaching Staff Welfare<br>Aided/Unaided/ Ext. Course dept.:<br>Medical Assistance on request<br>Fees / Financial Assistance on request<br>Family Picnic<br>Festival Celebration<br>Birthday Celebration | NO<br>NO<br>NO<br>YES<br>YES | NO<br>NO<br>NO<br>YES<br>YES |  |

|    |  |    |    |  |
|----|--|----|----|--|
| 20 | Number non-teaching staff attended Training / Workshops during last two years. | 01 | 01 |  |
|----|--|----|----|--|

**Section IX: Best Practices: Describe in bullet form**

|                        |  |
|------------------------|--|
| 1. In Curriculum       | <ul style="list-style-type: none"> <li>➤ Academic Seminars and Workshops</li> <li>➤ Skill Development Programme</li> <li>➤ Field Visits</li> <li>➤ Projects and Presentations</li> <li>➤ Guest Lectures Experts</li> <li>➤ Encouragement for Value Added / Add on Courses and Certification Courses</li> <li>➤ Faculty and Student Exchange Programmes</li> <li>➤ Community Service and Outreach Programmes</li> </ul> |
| 2. Academics           | <ul style="list-style-type: none"> <li>➤ Lecture Sessions</li> <li>➤ Laboratory Work</li> <li>➤ Debate and Discussion Groups</li> <li>➤ Seminars and Workshops</li> <li>➤ Projects Works</li> <li>➤ Guest Lectures</li> <li>➤ Academic Competitions</li> <li>➤ E-learning</li> </ul>   |
| 3. Extension           | <ul style="list-style-type: none"> <li>➤ Community Services through NSS</li> <li>➤ Outreach Programmes</li> <li>➤ Skill Development, Career Counseling and Guidance</li> <li>➤ Alumni Networking Events</li> <li>➤ Public Health, Environmental Conservation Efforts</li> <li>➤ Cultural Exchange Programmes</li> <li>➤ Literacy and Education Drives</li> </ul>   |
| 4. student progression | <ul style="list-style-type: none"> <li>➤ Academic Advising</li> <li>➤ Mentorship Programs</li> <li>➤ Career Development Services</li> <li>➤ Leadership Training</li> <li>➤ Alumni Engagement</li> </ul>  |

|                         |  |
|-------------------------|--|
| 5. management practices | <ul style="list-style-type: none"> <li>➤ Articulation and Implementation of Perspective Plan</li> <li>➤ Articulation and Implementation of Perspective Plan</li> <li>➤ Decentralization and Participative Management</li> <li>➤ Effective Communication Strategies</li> <li>➤ Performance Management Systems</li> <li>➤ Quality Assurance Mechanisms</li> <li>➤ Strategic Planning Sessions</li> <li>➤ Stakeholder Consultations</li> <li>➤ SWOT Analysis</li> <li>➤ Vision and Mission Alignment</li> <li>➤ Goal Setting and Prioritization</li> <li>➤ Resource Allocation and Budgeting</li> <li>➤ Policy Development and Review</li> <li>➤ Implementation Roadmaps</li> <li>➤ Progress Monitoring and Evaluation</li> <li>➤ Continuous Improvement Processes</li> </ul> |
| 6.Environment           | <ul style="list-style-type: none"> <li>➤ Environmental Awareness Campaigns</li> <li>➤ Sustainability Workshops and Awareness</li> <li>➤ Campus Clean-up Drives</li> <li>➤ Tree Planting Programs</li> <li>➤ Recycling Initiatives</li> <li>➤ Green initiatives</li> <li>➤ Energy Conservation Programs</li> <li>➤ Water Conservation Projects</li> <li>➤ Wildlife Protection Efforts</li> <li>➤ Eco-friendly Campus Initiatives</li> </ul>   |
| 7.Distinctive practices | <ul style="list-style-type: none"> <li>➤ Innovative Teaching Methods</li> <li>➤ Interdisciplinary Programmes</li> <li>➤ Community Engagement Initiatives</li> <li>➤ Holistic Student Development</li> <li>➤ Use of Advanced Technology in Education</li> <li>➤ Inclusive Education Practices</li> <li>➤ Emphasis on Ethical Leadership</li> </ul>  |



**Interaction with Principal and Teaching, Non Teaching staff of College**





**Observation of Lab and Liabrary**





Reg No. MAH/236/2021/PUNE

# Internal Quality Assurance Cell Cluster Academic & Administrative Audit

Date of Visit:  
10/05/2023

Date of Issue:  
11/05/2023

## CERTIFICATE

Certificate ID: WI6423

Being Awarded To

*Kharepatan Panchkroshi Shikshan Prasarak Mandal's  
Arts, Commerce and Science College, Kharepatan  
Kharepatan, Tal. Kankavli, Dist. Sindhudurg*

As per NAAC guidelines the Academic & Administrative Audit  
was administered by IQAC Cluster through  
Principal/Experts/Academicians

**FOR THE YEAR 2021-22 & 2022-23**

Valid Till: 10/05/2024

Dr. Ayub Shaikh  
Co-ordinator, Audit Cell, IQAC Cluster



Mr. Peeyush Pahade  
President, IQAC Cluster

