



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>D. R. MANE MAHAVIDYALAYA, KAGAL.</b>
• Name of the Head of the institution		<b>Dr. Praveen Narayan Chougale</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>02325244982</b>
• Mobile no		<b>9421101671</b>
• Registered e-mail		<b>drm60.cl@unishivaji.ac.in</b>
• Alternate e-mail		<b>prvinchougale@gmail.com</b>
• Address		<b>Shahu Nivas, Jaysingrao Park, Tal.- Kagal, Dist - Kolhapur</b>
• City/Town		<b>Kagal</b>
• State/UT		<b>Maharashtra</b>
• Pin Code		<b>416216</b>
<b>2.Institutional status</b>		
• Affiliated /Constituent		<b>Affiliated</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Semi-Urban</b>

• Financial Status	UGC 2f and 12(B)																												
• Name of the Affiliating University	Shivaji University, Kolhapur																												
• Name of the IQAC Coordinator	Dr. Adinath Dnyandeo Gade																												
• Phone No.	02325244176																												
• Alternate phone No.	9359086478																												
• Mobile	9420633425																												
• IQAC e-mail address	abhidnyagade2008@gmail.com																												
• Alternate Email address	drm60.cl@unishivaji.ac.in																												
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.drmanecollege.edu.in/sites/default/files/Iqac/Documents/2022-05/AQAR%202019-20.pdf">https://www.drmanecollege.edu.in/sites/default/files/Iqac/Documents/2022-05/AQAR%202019-20.pdf</a>																												
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes																												
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.drmanecollege.edu.in/sites/default/files/program/2022-05/Academic%20Calendar%202020-21%20Sealed.pdf">https://www.drmanecollege.edu.in/sites/default/files/program/2022-05/Academic%20Calendar%202020-21%20Sealed.pdf</a>																												
<b>5.Accreditation Details</b>																													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>-</td> <td>2009</td> <td>08/01/2004</td> <td>20/02/2014</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.61</td> <td>2014</td> <td>21/02/2014</td> <td>20/02/2019</td> </tr> <tr> <td>Cycle 3</td> <td>B+</td> <td>2.63</td> <td>2020</td> <td>21/02/2019</td> <td>10/03/2025</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	-	2009	08/01/2004	20/02/2014	Cycle 2	B	2.61	2014	21/02/2014	20/02/2019	Cycle 3	B+	2.63	2020	21/02/2019	10/03/2025
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Cycle 3	B+	2.63	2020	21/02/2019	10/03/2025																								
<b>6.Date of Establishment of IQAC</b>	17/07/2008																												
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																													
<div></div>																													

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr . Gade Adinath Dnyandeo	IMPRESS	ICSSR	2019 with 2 years	750000/-
8.Whether composition of IQAC as per latest NAAC guidelines			Yes	
• Upload latest notification of formation of IQAC			<a href="#">View File</a>	
9.No. of IQAC meetings held during the year			4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report			No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
• If yes, mention the amount				
11.Significant contributions made by IQAC during the current year (maximum five bullets)				
1. To encourage the faculty to prepare the question bank. 2. To promote the ICT based teaching learning process. 3. To increase the numbers of beneficiaries of free scholarship from the government and merit scholarship from the university. 4. Promoting feedback mechanism for the stockholders. 5. Encourage faculty to organize seminar, workshop and conferences 6. To motivate fascilater to experts for resourceful guest lectures.				
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year				

Plan of Action	Achievements/Outcomes
To organize seminars, conference, workshops	<p>A) Following workshop are organized under lead college scheme of Shivaji University 1. Department of Hindi organized vidyapan : Rojgar Dene Wali Ek Kala on 16 Aug. 2021 2. Department of Geography organized Indian Agriculture : Problems and Prospect on 21 Aug. 2021 3. Environmental Awareness with Special Reference to West Management 4. Career Counseling and Stress Management B) Following workshop organize related to currilar and co-currilar activities 1. One Day Workshop On Anchoring 2. One Day Workshop on Inerview : Technique and Methods 3. One day Webinar on Underground water and Prospect of Geographical environment</p>
To promote Sport Scholarship	The 7 players received 70,000 Rs. scholarship from Shivaji University, Kolhapur (Each student 10,000 Rs)
To promoting ICT based teaching learning	Due to Covid-19 pandemic situation all the faculty members used to take their lectures in online mode by using ICT gadgets.
To prepare the question bank	All faculty members prepare the question bank of their concerning subjects. Now we have a bulk of questions of these subjects.
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

**14.Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	28/02/2022

**15.Multidisciplinary / interdisciplinary**

**16.Academic bank of credits (ABC):**

**17.Skill development:**

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

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

**20.Distance education/online education:**

## Extended Profile

### 1.Programme

1.1 286

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 1830

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

1076

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

440

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

54

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2

00

Number of sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1	286
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	1830
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1076
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	440
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	54
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	00
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	25544928
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	117
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>1. In the initial meetings the IQAC gives the guidelines about the teaching plan, the feedback procedure, different audits &amp; academic objectives &amp; outcomes.</p> <p>2. HOD holds regular meetings to decide distribution of work load, different teaching methods, use of ICT &amp; different teaching aids. Keeping in view the POs &amp; PSOs the annual planning of the department is made &amp; displayed at the common places &amp; the departmental class-rooms.</p> <p>3. Faculty plan their syllabus considering number of teaching days available for teaching &amp; number of lectures allotted to them.</p> <p>4. Syllabus Completion Reports (SCRs) &amp; the feedback related to teaching are collected from concerned stakeholders analyzed by the Head of the criterion 'Curricular Aspects'. HOD periodically holds meeting with the faculty members to check progress</p>	



4. Orientation of the faculty to different teaching methods by an expert teacher; & a booklet on the same by IQAC. Student-centric teaching methods such as blended learning, participative learning, experiential learning, collaborative learning & problem-based learning are adopted by the faculty.

5. In addition to class-room teaching, WhatsApp groups are formed, learning materials provided in the form of PDF, audio instructions, chats & messaging.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

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

The college prepares an Academic calendar at the commencement of every year for its various academic, research & examination activities. While preparing the Examination schedule, the University schedule is considered. It incorporates the Internal Examination for the first & second year UG programm in the said Academic calendar. The classes of the UG & programm commence mostly in the month of June every year. Learning Level tests (LLT) are conducted to separate slow learners & advanced learners. It follows by surprise tests scheduled to be held for the under graduate & post graduate students. Schedule of Unit test continues till the end of the session in the April. Parent-Teacher Meetings are regularly arranged by the Departments. The interaction between the parents & the faculty members is considered to be conducive to the improvement in the performance of the students. Seminars, open book tests are conducted. Study tours & industrial visits are arranged. For third year students seminars & oral tests are conducted as per university schedule. This Internal Evaluation Examination is scheduled by the University & conducted by the College & their results are sent to the University. Practical conducted for BCA, Science faculty & geography before the semester examination.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.drmanecollege.edu.in/sites/default/files/program/2022-04/Academic%20calendar%202020-21.pdf">https://www.drmanecollege.edu.in/sites/default/files/program/2022-04/Academic%20calendar%202020-21.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

**5**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

As the college is affiliated to Shivaji University, the college strictly follows the curriculum prescribed by the University. The University integrates cross-cutting issues relevant to Gender, Environment & Sustainability, Human Values & Professional Ethics into the curriculum. Following are the selected few courses which integrate cross-cutting issues into the curriculum.

Environmental Studies is a compulsory course offered to second year UG students. It consists of 100 marks & includes the following topic in its curricula. 1. Fundamental of environment 2.Nature & natural processes 3.Ecosystem 4.Population & environment 5.L& & water use of the Earth 6.Air pollution 7.Energy source 8.Environment & public health 9.Waste management 10.Environmental policies

Issues relevant to Gender Sensitization, Environment & sustainability, Human Values are incorporated in the curriculum. The college conducts various activities/programs on cross-cutting issues such as Constitution Day, International Woman's Day. Saheli Manch in the college organizes activities for women empowerment. NSS & NCC promote environmental awareness through tree plantation, water conservation, blood donation, cleanliness of the adopted villages, plastic-free drives etc.

Prayer 'Itni shakti hame de na data' on every Monday morning in the college, which is followed by five minutes lecture on one of the values of Value education.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

752

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

##### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.drmanecollege.edu.in/sites/default/files/file/student/Feedback%20received%20from%20Stakeholders.pdf">https://www.drmanecollege.edu.in/sites/default/files/file/student/Feedback%20received%20from%20Stakeholders.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

##### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1830

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

682

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Students are assessed initially through conducting Learning Level Test. The Learning level Test (LLT) is conducted every year for the Students of first as an entry level test consisting of 30 to 50 MCQ. The students who score 30 and above are considered as advanced learners and others are grouped as slow learners.

### Opportunities for Advanced Learners:

- Committee for Meritorious students
- Issuing Merit Library Card
- Conducting extra lectures for further improvements
- Felicitation in Annual Prize Distribution Programme
- University Scholarship
- Guidance given to present papers in seminars, conferences, study circles, inter-collegiate competitions
- Participation in Talent Search Competition organised by Shivaji University Commerce and Management Teachers Association

**For the Slow Learners:**

- Counseling the students
- Providing Remedial course in few subjects like Accountancy, Economics and English
- The teacher monitors the academic progress like written tests, MCQ Test, class/home assignments, practical's, seminars, projects, Group Discussion and Role Play.
- Students disclose their interests and capabilities through participation in classroom activities. Teachers identify the potential of a particular student in performing a particular task and therefore starts tuning and molding them in the right way.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1830	54

File Description	Documents
Any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

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

The IQAC motivates teachers to use student centric methods within the field to reinforce their learning rate.

- **Experiential Learning**

- Theory courses supplemented with practical facilitate to grasp theoretical ideas.
- Illustrations and demonstrations help to foster in them crucial thinking and drawback resolution abilities.

- Project based learning (especially for Final semester of B.C.A III, B.Com III - and M.Com II) develops social skills.
- Models, PPTs, charts ready for Competitions and Active Participation tasks enhance their interpretation capabilities
- E-resources, E-books and Video Bank offers made information and abstract clearance.
  - Participative learning
- use of on-line tools like Google Classrooms, You-tube and so on to become techno-savvy to fulfill the strain of the digital world
- Subject Forums, guest lectures, workshops, conferences
- Cultural events like Youth Festival, Conferences, Seminars and Workshops and intercollegiate competitions infuse creativity, cooperative ability and responsibility.
  - Problem-solving Methodologies
    - Assignments and projects help offer solutions to problems over important issues
- organizing Guest Lectures where the students are guided to organize such programs.
- On-field activities like field surveys provide practical exposures

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

The various ICT tools are used in the Institution for the effective teaching-learning process. For instance LCD, CDs, DVDs, E-Library, Online Portals, INFLIBNET, N-List, Shodhganga, Blogs,



What's App Groups, Video Lectures and You Tube Channels, Facebook Pages, Power Point Presentations and E-Mails. The What's Groups of every class are created. The notes in PDF formats, the notices regarding the programs and activities, instructions regarding the examinations are shared through these What's App groups. LCD, CDs and DVDs are used to show the films or play related to the curriculum of the students of Optional and Special English students. Some lectures or videos are recorded and sent to You Tube, sometimes the link of these lectures or videos is given to the students. The PPTs are made on the specific topics of the curriculum and used while teaching in the classrooms. The E-Mails of the students are mandatory and the sharing of the data regarding the curriculum and the examinations is done through the E-Mails. The portal of the college is created. The various updated information regarding the Institution, College, Students and Teachers is uploaded on the portal of the college. The ICT tools are used effectively at the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

12

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

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

##### 2.4.3.1 - Total experience of full-time teachers

8.96

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

##### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The IQAC of the College looks upon the system of Continuous Internal Evaluation (CIE) as a means of providing development-inducing feedback.

**A) Institutional Internal Evaluation:**

**1. Learning Level Test (LLT)**

**2. Comprehensive Evaluation**

a) At regular and short intervals and

b) By using a variety of testing devices

c) To measure the acquisition of soft skills and life skills through day-to-day activities

**B) University Internal Examinations:**

It is for all UG programs for last year students and for all PG classes. 80-20 pattern is followed. Here 80% of the evaluation by the University and 20% by the College. The Students' Grievances Redressal Committee and the Examination Committee look to the grievances. Mostly open assessment method is followed.

**C) Assessment of First Year University Examinations:**

University has introduced (CBCS) for UG and PG courses. The first year examinations of all faculty are conducted by the college. Question Papers of are sent by the university by SRPD (Secured Remote Paper Delivery). The assessment of papers takes place in a CAP centre in the college. The marks are submitted to the university on the university examination portal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

The examinations related grievance redressal at the college is of three types

1. Grievance Redressal of CIE in the college

2. Grievance redressal of First year examinations of all UG courses conducted at the college

The CAP centre at the college level works under the supervision of examination committee. The answer papers are assessed in the college. Grievances related the first year are solved by internal exam committee. The university notifies the deadlines to apply for the photocopy and revaluation of the answer sheets on university website. Accordingly, the students apply with their grievances. College completes this process within 30 days after getting the application.

3. Grievance Redressal of the 2nd and 3rd year of all UG and PG courses conducted by the University at college

The code of the conduct of examination on the website of Shivaji University, Kolhapur. The College circulates and display notice regarding the same. Grievances of the students like online examination form, hall ticket queries related to subject codes/programs, wrong entries in names, incorrect entry of marks, hall tickets, absenteeism, pending results etc. are addressed in specific time by the college.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The objectives and the outcomes of the programs are stipulated by the University in the curricula itself. However the college faculty identifies the PO's for each program and every department defines its PSO' and the Course Outcomes. In the initial meeting the IQAC brings these Outcomes to the notice of the faculty and reiterates the need to bring them to the notice of the students and other stakeholders as well. All the Pos, PSOs and CO's are

displayed on the college website. In addition, they are permanently displayed on the walls at different locations in the college.

1.PO's: The programme Outcomes are displayed on the walls of corridors of the concerned wings namely Arts, Commerce, Science, BCA and M.Com

2.PSO's: The programme Specific Outcomes are displayed on the walls of concerned departments.

3.CO's: The course Outcomes of each course/paper of the specific programmes are similar to the objectives of the courses/papers. Copies of the same are provided to the students along with the syllabi.

This display of the Outcomes at prominent places in the college campus constantly reminds the teachers and students of their aims, priorities and duties while they are present in the campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NA</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

IQAC has devised the mechanism for the evaluation of program outcome. The Methods adopted are as follows:

#### 1. Direct Evaluation :

**Formative Assessment:** In addition the University Examinations the attainment outcomes is evaluated throughout the year by way of CIE-Unit Test, Home Assignments, Surprise Test, Seminars, Oral Test and Projects is carried out.

**Summative Assessment:** The performance of the students in university examination is the source to judge their summative assessments.

= 80% university + 20% in internal at UG level

= 60% university + 40% internal at PG level

Using students internal evaluation marks and University examinations marks the attainment of CO's are evaluated

## 2. Indirect Evaluation:

The feedback of different activities is conducted through Activity Feedback form. Curricular outcomes are majored through Students' Evaluation of Teachers (SET). Course Exit Survey of Students (CESS).

Interaction skill, Team work and Leadership Quality are judged during the activities such as NCC and NSS and in various departmental associations. communication skills are judged in the activities under NSS, NCC, VivekVahini, and Nature Club excursion. Reading Skill is judged in activities like Vachan-Katta, Skills like pronunciation, stage daring, presence of mind, positive approach and critical thinking are judged during the on-going classes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NA</a>

### 2.6.3 - Pass percentage of Students during the year

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

426

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NA</a>

<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
750000	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
03	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
750000	

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**.Nil**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

**8**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

**0**



File Description	Documents
URL to the research page on HEI website	<a href="#">NA</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

08

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

05

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Keeping in view the policy for the extension activities in the neighboring villages, the College has conducted various activities through different channels to build a healthy relationship with

the community.

**NSS:** A sizable unit of 200 volunteers is consistently serving the neighborhood with conviction 'the welfare of an individual is finally dependent on the welfare of the society at large'. With this belief the unit has conducted the following activities in order to sensitize the students to social issues and to achieve their holistic development.

**NCC:** In the light of its Objectives the NCC unit with 50 cadets is committed to social service. In addition, some personality traits like Leadership Quality, Discipline and Decision-making are inculcated among the cadets.

**Vivek Vahini:**

With the initiative of the Maharashtra Andhashraddha Nirmulan Samiti, a unit of Vivek Vahini works in the College for the last 19 years. With the tools of Thought and Action the Vivek Vahini is 'Committed to Build Rationalist Society' working against the superstitions prevailing in the society.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

06

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.4.3 - Number of extension and outreach programs conducted by the institution through**

**NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

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

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

04

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**1. Classrooms:** There are 27 classrooms out of which 9 are equipped with ICT facilities including LCD projectors. There is optimum utilization of the classrooms as they are brought in use in two shifts.

**2. Library Infrastructure and Facilities:** An independent, spacious and well furnished section accommodates the Library. It holds over 31390 books and national and international journals. It is fully automated with barcode facility. Also the software Inflibnet is used for accessing e-journals and e-books. A separate reading room with the computer and internet facility for the faculty and Students

**3. Laboratories:** There are 10 well-equipped science laboratories used for conducting practical of different science subjects. The computer lab with 40 computers with networking and Wi-Fi facility is for BCA and Computer Science. The computer lab with 60 computers for COC is there. For Geography department owns self-sufficient laboratory.

**4. ICT Infrastructure:** Few classrooms are provided with all necessary ICT equipments. All the ICT paraphernalia is maintained and supported by the department of BCA.

**5. Physical Facilities:** All the physical facilities required in the classrooms such as LCD projectors, tables, lecterns, teaching aids like maps, OHP, megaphones, mike system, Xeroxing hand-outs, charts, lockers, stationary material, etc. are provided

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

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

#### Outdoor Games

The College has sufficient and well maintained playgrounds and tracks for various sports and games like Kabbadi, Volleyball, Football, Handball, Rugby, Cricket and for Athletics. The College uses the playground of the Kagal Education Society, our parent institution and Shahu Stadium the playground owned by Kagal Nagar Parishad .

#### Indoor Games

Students actively participate in indoor games like Taekwondo, Wrestling, Chess, Shooting and Carrom, Yoga at Zonal, University, State and National level competitions and won medals for the College. The College provides necessary facilities to the students.

#### Facilities for cultural activities:

The institute has adequate facilities for cultural activities.

Most of the activities are conducted in Multipurpose Hall and on the permanent Multipurpose Stage built inside the campus. Cultural committee uses the stage for various other activities like Morning Prayer, felicitation of students and faculty on each Monday, for annual functions like the cultural competitions, and celebrating Convocation day etc.

Musical instruments like Harmonium, Tabla, Dholki, Manjiri, etc. are always made available for the interested students. The practice sessions for cultural activities are conducted at multipurpose hall.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

500000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

**Library is automated using Integrated Library Management System (ILMS)**

**Name of ILMS Software**

**Nature of The Automation( Fully or Partially )**

**Version**

**Year of Automation**

**Vidyasagar Easy and Useful**

**Partially**

**1.1**

**2013**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NA</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**E. None of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

31043

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

128

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The college has upgraded its IT facilities including Wi-Fi frequently as per the needs and requirements in the last five years. The college has recently upgraded the internet connection bandwidth from 4 Mbps to 10 Mbps. The college has updated its IT facilities with increasing the number of computers, printers,



scanners, LCD projectors, Xerox machines, online admission process, dynamic website, and various softwares.

- All the IT facilities are updated periodically as per the requirement.
- AMCs are made with different vendors for maintenance and updation of all the IT facilities.
- Office administration software is updated every year considering the new requirements. Library software is also updated regularly.
- Antivirus is also renewed before the date of expiry.
- The college has AMCs to look after the maintenance of computer system. Maintenance include taking care of hardware like keyboard, hard drives, cables, security patches, antivirus and keeping hardware update. It facilitates smooth and uninterrupted functioning of IT facilities throughout the year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

117

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****1401410**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

1. All the physical, academic and support facilities are augmented and maintained through various college committees.

2. At the beginning of every academic year, proper availability of blackboards, lighting and furniture, etc. is taken care of by these committees.

3. Library Committee takes care of the library matters and functions.

4. Gymkhana Committee maintains sports facilities on the campus.

5. Upgradation of software and hardware and maintenance of ICT facilities is done by the Department of B.C.A. and Computer Science.

6. Regular maintenance of laboratory equipments and chemicals are done by the lab attendant of concerned department.

7. Department wise stock register is kept by concerned laboratory assistant under the supervision of HOD. Department wise annual stock verification is done by the concerned HOD and is submitted to principal.

8. Non-teaching staff is allotted the work for housekeeping. Kagal

Nagar Parishad also helps for the same.

9. Facilities like toilet blocks, computer labs, equipment, furniture, replacement of fire extinguishers, electric work, plumbing, RO-water-facilities, water tank, etc. is maintained through contract services.

The college provides masons, plumbers, carpenters and other required human resources for repairs and maintenance whenever necessary and the minor maintenance is done at college level.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

621

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

415

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**E. none of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

129

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### **5.3 - Student Participation and Activities**

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

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

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

#### Student's roles in Academic and Administrative Bodies:

Proper care is taken to have adequate students' representation in academic and administrative bodies/ committees such as

- College Development Committee (CDC)
- Internal Quality Assurance Cell (IQAC)
- Internal Complaints Committee
- College Development Fund
- Anti-ragging Committee.
- Alumni Association
- Student Council
- Gymkhana Committee
- Magazine Committee
- Cultural Activity committee
- Library Advisory Committee
- All Subject Associations (Literary Forum)

In the programmes organized by associations of various subjects such as Marathi/Hindi/English Literary Associations, Association of History Department, Economics Association students lead the entire activity. Students take lead in various social awareness programmes All Extra-curricular and extension activities of NSS, NCC and Vivek Vahini are led by the students representatives.

After the commencement of every academic year, the college Student Council is constituted as per the rules and regulations laid down by the Shivaji University, Kolhapur.

**Class Representatives (CR) are selected based upon their previous year's academic performances from each class.**

File Description	Documents
Paste link for additional information	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

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

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

**8**

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### **5.4 - Alumni Engagement**

**5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**The Alumni Association is registered as 'D.R. Mane Mahavidyalaya Maji Vidyarthi Sangh Kagal, Taluka Kagal, Zilha Kolhapur' and it is active. It has been contributing to the process of framing policies and development plans of the College.**

- Financial Contribution**

**At the end of every year, the passing out students get registered with the Alumni Association. As a result, every year certain amount is credited to the bank account of the Association. Thus, a total of Rs. 1, 01,882.45/- is in the credit of the Association.**



- **Non-financial Contribution**

During the Alumni meetings, the ideas and opinions about the expected development, probable achievements and future plans of the College are shared and feedback is received.

In order to exploit their expertise they are incorporated in some committees such as CDC and IQAC for e.g., Shri. Sandeep Madhukar Sankpal (CA) is working on the IQAC.

Some of the Alumni working as choreographer and singers contribute by giving guidance to the students in the cultural activities.

Some of the Alumni and Vivek Vahini organise awareness programmes about Women Empowerment and Scientific Approach in the neighbourhood villages. Programmes like No Crackers and No Immersion of Ganesh Idols in the Water Bodies are conducted.

File Description	Documents
Paste link for additional information	<a href="https://www.drmanecollege.edu.in/alumni/alumni-association-registration">https://www.drmanecollege.edu.in/alumni/alumni-association-registration</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

#### The Vision and Mission of the Institution

##### Vision

"Duritache Timir Jawo" (May the darkness of ignorance, corruption and wickedness be eradicated from the society in general and the students in particular)

**Mission**

- To motivate the socially and economically disadvantaged students from rural area to acquire educational excellence, leadership and enable them to become global citizens
- To inculcate introspective, scientific and democratic attitude among students through value education and social as well as environmental awareness.
- To impart skill-based education to convert students into employable human resource at national and international levels.

The Vision and Mission of the institution are reflected through following programs and activities

Students from nearby 37 villages in and around the Kagal seek admission to this college. Since last 35 years the college has been imparting higher education to the economically disadvantage students coming mainly from the rural area.

Introduction of B.Sc. at UG level and M.Com. at PG level shows the commitment towards providing academic flexibility to the students.

Value education and social as well as environmental awareness is inculcated through NCC, NSS, Vivek Vahini and other extra-curricular activities.

Conducting different skill based and career oriented courses to convert students into employable human resource.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

**The institution practices decentralization and participative management:**

The top management i.e. the governing body of the institution, The Kagal Education Society (KES) is the parent body. College Development Committee (CDC) is for the decision making at the

college level. It has representatives from the parent body, teaching and administrative staff, students, alumni and society as well.

Academic administration of the college is divided between different departments. The HOD is assigned with the coordination at departmental level. The curricular, co-curricular activities of the department are monitored by the HOD's.

The co-curricular and extracurricular activities of the college are performed through the different functional committees. The committee meetings are held as and when required for the implementation and organization of activities.

Administrative work is divided between staff working in the office. Each person is assigned with special duties and responsibilities and it is coordinated and controlled by the Office Superintendent. Library work is administrated by librarian with its supporting staff. The gymkhana department is looked after by physical director. The IQAC is empowered to make planning and implementation of quality assurance related activities and conduct the meetings throughout the year.

Case study - Organizing national seminar at college by the Department of Marathi.

File Description	Documents
Paste link for additional information	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To achieve entire paln of action IQAC appoints various committees and deligates the work.

- To organize seminars, conference, workshops :As per the instruction of IQAC specific committee plans the program, discussesin staff meeting and with Principal, once it is final that program is implimented on the planned date. In year 2020-21 Institutionimplemented total 4 workshops under lead college scheme and 3 workshops related to curricular and co-curricular activities.

- To promote Sports Scholarship : Institute avails Shivaji University Merit Sports Scholarship on priority basis. All the meritorious sports persons are informed about scholarship and accordingly documents are collected and forms are submitted to University.
- To promote ICT based Teaching -Learning : During Covid-19 pandemic Institute promoted and guided faculty and students to use ICT gadgets for effective online teaching-learning. Accordingly faculty conducted all lectures at online mode using various platforms.
- To prepare question bank : To avail students maximum and resorful MCQs and discriptive question asnwers our faculty members prepared comprehensive question banks of both discriptive and objective questions which will be useful for students to face the University Online Examination.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

The organogram attached well illustrate the organizational structure of the institution.

There are various bodies which governs the functions of the institution

The Kagal Education Society Kagal- is the apex of the institution. The policy decisions regarding academics and administration are taken by this body

College Development Council - CDCIt is the highest governing body at the college level and advices the principal of the college academic and other activities of college

Functional committees-The Principal forms various statutory and non-statutory committees to help in monitoring curricular and extra-curricular activities organized in the college.

**College office**-The college administrative office looks into the matter related to admission, eligibility and examination. It provides the official support necessary to maintain records and to communicate with the different stakeholders of the college.

**IQAC**-The IQAC monitors the functioning of all the committees and keep coordination for quality assurance. Service rules, recruitment and promotional policies

**Service Rules**-The parent institute -Recruitment of Teaching staff is made as per the rules and procedure of the Government of Maharashtra and University and UGC rules. Non-teaching staff recruitment is made by the management as per the procedure approved by deputy director office of Government of Maharashtra.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Link to Organogram of the institution webpage	<a href="https://www.drmanecollege.edu.in/about-us/governing-body-kes">https://www.drmanecollege.edu.in/about-us/governing-body-kes</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The management of Kagal Education Society and the college has several welfare measures for well-being of teaching and non-teaching staff.

#### Welfare measures by the management

A financial institution associated with management provides needy loans to the staff of the college on priority basis, such as Personal loans, Vehicle loans, Emergency loans Gold loans Festival Loans etc.

After the sudden death of the nonteaching staff in service, the management offers immediate job to one of the family members of the deceased.

#### Welfare measures by the institute

FDP are conducted for teaching and administrative staff

Reimbursement of Medical expenses from the Government.

Free uniforms for Class IV employees.

Dipawali festival gift in the form of cash to non-teaching staff.

Salary advances

Accident insurance policy

Group insurance

Full concession in the college fees for the wards of employees.

During medical emergency advances are given to teaching and non-teaching staff Felicitation of teaching and non-teaching staff for their achievements

The college has para-medical vocational courses at Junior College level in the same premises. Hence 03 qualified Doctors are always available in the campus. The health care point offers emergency health services to the students and teaching and non-teaching staff of the college regularly.

File Description	Documents
Paste link for additional information	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

##### **1. Performance based Appraisal System (PBAS)**

The College has a system of Annual Self Assessment with the help of Performance based Appraisal System introduced by Shivaji



University, Kolhapur.

Faculty performance appraisal form consists of

Category 1 - Teaching, Learning and Evaluation Related activities

Category 2 - Professional Development, Co-Curricular and extra-curricular activities.

Category 3 - Research and academic contributions.

At the end of academic year every teacher submits their duly filled PBAS + API to the IQAC. The IQAC scrutinize and confirm scores under various categories.

Performance Appraisal System for non-teaching staff

1. Confidential Reports: As per the directives of Education and Employment Department (Standard Code Rules, 1984), Confidential Report is used to appraise the performance of the non teaching staff. The CR is assessed and verified by Office Superintendent and is reviewed and signed by the principal.

2. Other informal source: Student suggestion box is another informal source for collecting feedback about the satisfaction of various services provided by the administrative staff.

3. Feedback from students at farewell function: It is used as feedback and makes necessary changes in academic and administrative work.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The college has established effective mechanism for internal and external audit.

**Internal Audit**

Independent internal audit is not conducted by the institution. However process equivalent to internal audit is conducted by the institution.

The college prepares annual budget in advance considering the requirements of different departments and the curricular and extra-curricular activities of the college.

For routine expenditure petty cash is sanctioned to the cashier and the accounts are maintained accordingly. All the accounting records are checked at end of every month All the books of accounts are maintained and finally it is audited by the chartered account.

**External Audit**

Institution conducts financial audit regularly. The financial statement of the college including books of accounts, vouchers, receipt and payment account and balance sheet are audited by the external auditor.

All the financial accounts regarding examination, lead college, NSS are submitted to the university in time and are audited by the university. No major objections were raised during the last audit.

The college receives grants from the UGC under different heads. The audited accounts of all these items are submitted to the UGC. The college has received 'Completion Certificate' and 'No Objection Certificate' from the UGC.

File Description	Documents
Paste link for additional information	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

##### Mobilization of funds

- The major source of the funds of the college is in the form of tuition fees and other fees from the students
- Resources generated through self-financing and professional courses
- The salary and Scholarship grants received from the Government
- Planned and non- planned Grants received from Shivaji University, UGC and Alumni

##### Utilization of resources

- The annual budget is prepared and sanctioned.
- The budget for each department and activity is prepared by the coordinator and HoDs.
- The library budget is prepared and the amount is allocated to each department considering the needs of the department.
- The library is upgraded as per the need. Additional books are purchased as per changes in curriculum.
- For the laboratory expenses Central purchase committee follows standard protocol and procedure for the purchase.
- Sports materials are purchased as per the annual requirements.
- Resources generated through self-financing and professional courses are utilized for salary, maintenance and other expenditure.
- The salary of grantable staff is received from the government and is distributed as per rules and regulation of the government.

The non-salary grant is utilized as per the norms fixed by the government.

File Description	Documents
Paste link for additional information	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The college has established IQAC for enhancement of quality culture and for quality assurance in the institution. Since then IQAC has become helpful in suggesting a number of qualitative measures in the college and has contributed significantly in institutionalizing its best practices.

Two examples of the institutionalizing of quality initiatives of IQAC are stated as below:

1. To set up skill/career oriented courses for students

2. To enhance the participation of students in sports at University, State and National level

Besides this IQAC has taken following initiatives for the institutionalization of the quality culture in the college:

- Preparation of Perspective plan
- Vachankatta - A movement for developing reading habits amongst students
- Preparation of Academic Calendar and formation of college committees.
- The college has introduced one UG and one PG programme during last five years.
- IQAC conducts meetings regularly.
- Timely submission of AQAR to NAAC.

Collection and analysis of feedback from all the stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://www.drmanecollege.edu.in/index.php/igac">https://www.drmanecollege.edu.in/index.php/igac</a>
Upload any additional information	<a href="#">View File</a>

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC.

IQAC has reviewed and implemented its teaching-learning process through the following ways:

- The IQAC has asked teachers to prepare and submit annual teaching plan for each subject and at the beginning of the academic year. At the end of each semester, Syllabus Completion Reports (SCR) are submitted and verified by the HOD.
- The IQAC has developed structured feedback system. IQAC has prepared various feedback forms for different stakeholders on design and review of syllabus. Students' Evaluation of Teachers is used for feedback of students for teaching. The collected feedback forms are analyzed by Curricula Aspects Committee.
- Encouragement to teachers for use of ICT in teaching and learning
- Encouragement to teachers for participation in seminars, workshops and for research publications.
- UGC-COC/Skill Based/ courses for students
- INFLIBNET, DELNET, database, and free internet connection for teachers and students in the library and computer laboratory.
- The college employed various student-centric learning methods such as seminar, visit, project, survey, etc.

Collection of Self Appraisal Form in the form of Academic performance Indicator (API) from faculty.

File Description	Documents
Paste link for additional information	<a href="https://www.drmanecollege.edu.in/igac">https://www.drmanecollege.edu.in/igac</a>
Upload any additional information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NA</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

#### **Safety & Security**

- **Security Staff:** During working hours College peons allotted duties at different floors so that whole campus is covered within their strict vigilance.
- **Provision of Separate staircases for boys and girls**
- **16 CCTV monitoring with 15 days footage backup**
- **There is only one gate for entrance in the college campus, which facilitates easy control over the entrants.**
- **Complaint/Suggestion Box to register complains and suggestion**

- Assistance from local Police station
- Sachetana Mandal as a mentor for all girl students
- First Aid Box
- Statutory Committees: Anti-Ragging Committee, Internal Complaints Committee.
- Discipline Committee: formed to monitor discipline in college during working hours.

### 1. Counseling

- Personal Counseling to student by faculty members
- Mentor Mentee system: Students are provided with help and guidance of any kind by the mentors.
- Internal Complaints committee: Statutory body headed by a lady teacher attends to all sorts of problems related to girl-students.

### Common Room

- The College provides separate common rooms and washrooms for girls and boys.
- Arrangement made in Library, Gymkhana, NSS and NCC Room and Student lounge no. 1 near BCA department, Student lounge no. 2 near library.

File Description	Documents
Annual gender sensitization action plan	<a href="#">NA</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>D. Any 1 of the above</b>

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

#### **Solid Waste Management:**

- To generate electricity: Organic Solid waste collected by the Municipal Corporation is degraded in the 'Kagal Municipal Solid waste management plant. Later Organic Solid waste degraded in Fermentation tanks to produce electricity.
- Slogan boards displayed in the college campus
- Dustbins are placed in college campus
- Sanitary napkin incinerator is installed in the girl's lavatory

#### **2) Liquid Waste Management**

- Sewage Management: i.e. from toilets, baths and sinks is disposed in proper manner
- Laboratory Waste Management: Laboratory waste is disposed in the institution campus in restricted area. Plants which absorb toxic substances are planted in that area.
- Soak pit are used for liquid waste management

#### **3) E-Waste Management**

- Institution is well established and equipped with electronic devices
- E-waste is collected and handed over for safe disposal to 'Shri Infotech, Kolhapur'
- Old batteries are replaced by buy back scheme with specific vendor
- Printer Cartridges are generally refilled and not disposed. Wherever refilling is not possible, the cartridge is returned to the manufacturer.
- Paper waste is sold off to vendors who send it for recycling.



- Computer parts and peripherals are reused in other systems.
- All damaged or non-functional electronic materials (e-waste) is returned to the vendor.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

In order to provide an inclusive environment institute initiates very comprehensive efforts.

We have students from diverse communities sub castes.

They are from semi-urban, rural area and many are from Karnataka having Kannada Mother-tongue, and about 70% of them are female. All our students belong to different beliefs and rituals, yet we have successfully maintained cultural harmony. Particularly institute initiates following efforts for inclusive environment.

- We celebrate various birth /death anniversaries and national festivals.
- We arrange gender equity awareness program by our Sachetana Mandal.
- We provide admission without any discrimination regarding region and language.
- Our Vivek Vahini is dedicated to impart scientific temperament in students,

where constitutional rights, duties, secularism and respect for all cultures are promoted among the students.

- Every Monday we gather all students together for Morning Prayer, it also helps maintaining harmony among students.
- In order to maintain socio-economic harmony institute avails all possible govt. scholarships and concession to students of SC/ST/OBC, even Rajarshi Shahu Maharaj Scholarship is provided to economically weaker open category students. Some Students are helped with Students Aid Fund.
- Our lecturer generates awareness about unity, secularism and nationalism time to time, during their usual lectures.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college organizes programs and lectures on the constitutional values, rights and duties and responsibilities of citizens also we motivate students regarding the sensitization and their responsibilities.

Constitution day: We have displayed the preamble of our constitution permanently in college premises. Constitution Day is celebrated on 26th November every year.

Celebration of National Days: Every year Institute celebrates Republic Day, Maharashtra Day and Independence day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hosting with National anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme.

Under Choice Based Credit System(CBCS) University has introduced following subjects as Electives

A) Indian Constitution -For all first year students

B) Democracy Election and Good Governance- For all third year students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
Any other relevant information	<a href="#">NA</a>

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

**A. All of the above**

students, teachers, administrators and other staff  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college organizes and celebrates various national and local festivals for inculcating cultural integrity among students. Keeping in view one of the core values of the college namely 'Inculcating a value system among students' the College assumes the responsibility of inculcating desirable value systems among students. The seeds of values such as patriotism and secularism are ingrained among the students during the primary and secondary levels of education are re-emphasized at the higher level at the college.

#### National Festivals:

These festivals are celebrated throughout the year. To mention a few events

- The Independence Day on the 15th of August and the Republic Day on the 26th of January every year
- 1st of May is celebrated as 'Maharashtra Din' and 'International Labour Day'
- National Yoga Day- 23rd June
- Teachers Day- 5th September
- Kranti Din - 9th August

Birth/ Death anniversary of Great Indian personalities

Birth Anniversary of Mahatma Gandhi, Rajrshri Chhatrpati Shahu Maharaj, Lal Bahadur Shastri, Shaheed Bhagatsingh, Dr. Babasaheb Ambedkar,

Dr. S. R. Rangnathan as a Library day, Dr. Abdul Kalam as Vachan Prerna Din, Lokshahir Annabhau Sathe, Chhatrapati Shivaji Maharaj, Shrinivas Ramanujan as National Mathematics Day, Major Dhyanchand as National Sports Day, Savtribai Phule and Death Anniversary of Mahatma Jyotiba Phule etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### 1. Title of Best Practice

### 2. : Vivek Vahini

The Marathi term Vivek, which in English means conscience, stands for 'a scientific outlook based on values'. It represents a person's moral sense of right and wrong acting as a guide to his or her behavior. The term Vahini means a channel for the promotion of certain idea or thought. Vivek Vahini, thus, works for the promotion of scientific approach and a moral sense of right and wrong used for the individual and social good.

### 1. Objectives of the Practice

The major objectives of Vivek Vahini are as follow:

1. To create scientific awareness among the students
2. To enable the students to achieve self-development through reasoning
3. To make the students competent to change themselves and the society through conscientious and action oriented thoughts
4. To develop rational view among the students regarding

superstitions as well as other social evils

5. To connect the students with society and develop social responsibilities among them to bridge the gap between theory and practice

## 1. The Context

In a developing country like India, the problem of illiteracy, ignorance and lack of scientific attitude have become hurdles in the socio-economic development. Unless and until we overcome these issues we cannot realize our socio-economic goals. Under this backdrop, it is a responsibility of the educated people to be against the awful customs and traditions in the society. It is also a duty of each and every educated person to contribute to social development. College, therefore, is well aware of these social hurdles in the socio-economic development of the rural area. Hence, the College has decided to create social awareness regarding the superstitions and scientific attitude among the students in particular and in the society in general. Teachers provide guidance to the pupils regarding how to address these social issues and bring positive changes in their own lives and the society as well.

## 1. The Practice

Students who desire to participate in the Vivek Vahini activities are admitted through a selection procedure. During the academic year, different activities are organized which include regular meetings, twice in a month, and specific programs in the College and nearby villages.

The following are major activities undertaken under the Vivek Vahini in last year.

During the last years the following activities were successfully conducted

2020-21

1. International Women's Day celebrated at Shendur tal-kagal on dated on 8th March, 2021.
2. Celebrated "Shahid Din" of Birth Anniversary of Bhagatshing

at Vhannur Tal-Kagal on 23rd March, 2021.

Vivek Vahini has also organized "Holi Lahan Poli Dan" programme and Polis are distributed in Devchand Chatralay in 28th March 2021.

## Best Practices - II Vachan Katta

### 1. Title : Vachan Katta

The practice of Vachan Katta aims at inculcating the habit of reading amongst the students. The term 'Vachan' means reading with understanding (appreciation). The term 'Katta' stands for a common place (Katta) for regular and periodic meetings for some activity with a specific aim or objectives.

### 2) Objectives:

1. To inculcate and develop reading habit among the students in and around the College.
2. To acquaint the students with methodic reading skills
3. To develop creative faculty among the students
4. To create a common platform for the art of expression and presentation
5. To provide the students with an opportunity to interact with the readers and literary personalities from the neighborhood

The aim behind this innovative practice is to stimulate habit of reading different materials such as short-stories, letters, novels etc. Along with developing reading skills the participants were expected to experience free exchange of thoughts with writers and critics from the neighboring area. In addition, the participants were expected to develop an urge for writing also. Among other intended outcomes was included developing Stage-daring, self-confidence and creativity.

### 1. The Context

It is observed that students don't read books other than curricular study material. Hardly any student is found who has read five extra-curricular books. The present generation of students lacks in literacy competencies. In view of this fact it was decided to initiate 'Vachan Katta' activity in order to inculcate and develop basic language skills among the students.



Taking in confidence the librarian of Mahatma Gandhi Vachanalaya in Kagal City, the librarian of the Shahu Nagar Parishad, the general reader in Kagal city and the authors in the vicinity, the Dept of Marathi took initiative on Vachan Katta.

#### 4) The Practice:

1. It was decided that "Vachan Katta" would be held normally on every First Saturday from 10.30 a.m. to 11.30 a.m. This activity is conducted for about ten months from June to March every year. Many general-public readers and some local authors also participated in the activity. Every month students from a particular class are chosen for Vachan Katta activity. In addition, other students who want to join or attend it are intimated through a notice. Also some senior citizen readers regularly attend it.

#### 1. Activities conducted during the year:

Sr. No.

Subject

Participants / Expert

Date

1.

"Marathi Bhasha Gaurav Din"

- Sherkhan Tambat
- Dr. Praveen Chougale
- 

1.

1.

Book Reading "Krushnakath"

Autobiography of former Defence Minister Hon. Yashwantrao Chavan

- Dr. Praveen Chougale
- Dr. Neela Joshi

1.

#### 5) Evidence of Success:

The participants in Vachan Katta voluntarily expressed their satisfaction over the development of reading habit among them. In addition, they were satisfied to learn methodology and benefits of reading aloud. Also they developed liking for reading more and more. Feedback from some students speaks a lot about the success of the activity.

#### 6) Problems Encountered and Resources Required:

1. Sometimes conducting Vachan Katta was difficult due to overlaps of different activities and programmes.
2. During vacation in April and May it becomes difficult to continue the activity, however the participants are advised to continue it at home. The stock is taken about their vacation work in the opening of the next academic year.

There is limited financial provision, nevertheless the faculty members conducting the activity contributed towards it in cash or in kind. It may be noted that books are given as prizes or rewards.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.drmanecollege.edu.in/">https://www.drmanecollege.edu.in/</a>
Any other relevant information	<a href="#">NA</a>

### 7.3 - Institutional Distinctiveness

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

#### Weekly Prayer:

#### 1. Introduction

The College ensures that the Vision and Mission of the Institution is periodically revised in order to make it in tune with the needs of the changing times which are reflected in the higher education policies of the nation.

**The Vision:** The Vision statement of the College is 'Duritache Timir Jawo' which means: 'May the darkness of ignorance, corruption and wickedness be eradicated from the society'. The term 'Timir' implies the undesirable forces such as vices and evils. The College can play a vital role in eradicating this 'Timir' from the community in general and the students in particular.

**The Mission:** The second statement of the mission of the College is 'To inculcate introspective, scientific and democratic attitude among the student through value education and social as well as environmental awareness'. Accordingly, thrust is laid on molding the students into good human beings. All efforts are made to enlighten them with all such desirable qualities which are significant from a nation's point of view.

## 2. The Title: The Weekly Prayer

All religions involve prayers. God is invoked by a person for mental, social, moral or material prosperity. This is true of every religion and every individual. But a higher education institution is a social organization, so its working should be secular in nature and spirit. The Indian Constitution advocates secularism, i.e. equality of religions. A general prayer, not pertaining to any particular religion, therefore, can serve the purpose in every higher education institution.

## 3. The Objectives of The Weekly Prayer

i) To inculcate a desirable value system among the students

ii) To facilitate quick and timely felicitation of the winner stack holders before a common congregation

in order to encourage the winners to improve and progress and to promote the rest to become winners.

iii) To provide a regular and periodic occasion platform for giving common instructions.

iv) To promote the use of Music (Harmonium and Tabala) and to

encourage the artists (singers and instrument players) by giving them regular and periodic opportunities.

#### 4. The Context

Due to some inevitable reasons sometimes the College can't organize the Prize Distribution ceremony. At such a time the successful students or other stakeholder can't be duly felicitated for their achievements. On such occasions the weekly prayer comes to the rescue. Every week on Monday all inmates of the College including students, faculty, administrative staff and other support staff along with the Principal gather together on the three sides of the big central Banyan Tree in the College premises in order to offer the prayer. The successful sports students, winners in various competitions and the Faculty members achieving some tasks or winning some Awards or doing some Research are appropriately felicitated on this occasion. The purpose of this felicitation is not only to congratulate the winners but to motivate and encourage the rest to do the same. In addition, this common platform is also used to pay homage to the renowned personalities on their death.

#### 5. Value Education

'Inculcating a Value System among students' is one of the core values of the Institution. The College consistently tries to impart Skill -Education through add -on courses (AOCs) and value -added courses (VACs) this skill development is crucial for the students in the job market. Skills, however, are of less value in the absence of appropriate value system. Therefore the College shoulders this responsibility of inculcating desirable value systems among the students. In our Country there is cultural plurality and diversity. It is necessary to integrate this variety into a homogenous society. Also it is essential that students absorb and imbibe appropriate values in accordance with our social, economic, cultural and environmental realities.

The values such as co-operation and mutual understanding, equality, justice, secularism, scientific approach, equal opportunity, fraternity and dignity of labor are reiterated and emphasized in our National Policy Documents like the Constitution

of India and Education Commissions. Therefore, in a Higher Education Institution these values need to be focused through appropriate learning experiences throughout the academic year.

## 6. The Distinctiveness of The Weekly Prayer:

### 6.A) The Text of the Prayer

The College has adopted the lyric 'Itani Shakti Hamein Dena Daata' written by Abhilash for the film 'Anuksh' as the Weekly Prayer. The text of the Prayer consists of all secular words. Hence the Prayer is applicable to all Religions. The term 'Daata' represents the concept of 'God' present in every religion with different names. There are two stanzas in the Prayer along with a refrain.

#### 1) The Refrain

Itani shakti hamein dena daata

Man ka vishavas kamzor ho na,

Hum chalen nek raste pe hamse

Bhoolkar bhi koi bhool ho na.

The refrain of the Prayer says "Give us so much strength, O Lord, the Giver that the faith in our hearts never wavers. May we walk the path of goodness and we don't commit any mistake even by accident."

#### 2) The First Stanza

Door agyaanke ho andhere

Tu hamein gyaan ki roshni de,

Har buraai se bachte rahein hum

jitni bhi den bhali jindgi de,

bair ho na kisi ka kisise

Bhaawana man mein badale ki ho na.

The first line of the first stanza 'Door agyaanke ho andhere'- is analogous with the Vision of the Institution- 'Duritache TimirJawo' which means 'May the darkness of ignorance, corruption and wickedness be eradicated from the society'.

The second line 'Tu hamein gyaan ki roshni de' means 'give us the light of knowledge'. The third and fourth lines of Prayer mean let us be far from all bad things. Whatsoever life you give us, it be good.

The stanza ends with the thought that there should be no enmity with anybody and no vengeance for anyone.

### 3) The Second Stanza

Hum na sochein hamen kya mila hai

Hum yeh sochen kiya kya hai arpan

Phool khushiyon ke baatein sabhi ko

Sabka jeevan hi ban jaaye madhuban

Apni karuna ka jal tu baha ke

Kar de paavan har ik man ka kona

This Stanza means to say that may we never think what we have got, but what is it that we have contributed to the society. Let us give flowers of happiness to all, and everyone's lives become a garden of sweetness. You flow the water of compassion and make every corner of the heart pious.

The second stanza, thus, upholds 'the attitude of selfless-service'. It is not 'what we get' but 'what we contribute' that matters much for us. Here a sense of 'benevolence' is highlighted. By giving 'flowers of happiness' we make everyone's life 'a garden of sweetness'. Finally, the prayer says 'by the water of compassion we can make every corner of the heart pious.

### 6. B) The Human Values in The Weekly Prayer

Looking closely at the text of the prayer one may find that it is a reservoir of human values as mentioned below.

### i) Righteousness and Compassion

The prayer underlines 'faith in God and goodness', 'life without mistakes i.e. righteousness', 'light of knowledge, 'goodness with no ill will nor vengeance', 'contribution to the society', 'sharing happiness and sweetness', 'compassion' and 'piousness'. All these values are reiterated periodically, that is, weekly in order to engrave them on the students' heart.

### ii) Secularism

The text of the prayer, even though it is religious in nature, does not employ any word associated with any particular religion. Words, for instance, God, Bhagwan, Malik or Allah which stand for the 'Almighty' are implicit and not explicit. This imparts a secular nature to the Prayer even though it is in keeping with the Indian tradition.

### iii) Significance of the Prayer

Only one sided bookish or curricular development of the students doesn't make them good human beings. Hence, along with the core curricular program the College endeavors to train them in some skills that would mould them on par with the global demands. In addition, the moral and spirituals upbringing of the students has been a matter of priority and thrust area for the College in the present context.

## 7. Short Speeches on Values

In order to give an additional thrust to value education, the IQAC initiated a supplementary practice of short speeches on various values given by the faculty members at the time of the Weekly Prayer. On every Monday, following the Prayer, a speech by some faculty member on some universal human value is arranged. Different values are allotted to different teachers. In a very short time of five to ten minutes the teachers explain and discuss the given value before the heterogeneous congregation. Important values such as Righteousness, Gender equality, Dignity of labor, Cleanliness, Equality and fraternity and the like are discussed.

## 8. A Platform for General Instructions

A large number of students are present for the Weekly Prayer.

Therefore, taking this opportunity some important instructions of general interest are given to the students and if necessary they are discussed at length by the concerned authority. This creates a good impact on the students. In addition, some important notices about urgent matters such as scholarship-applications, essay and elocution competition, sports tournaments etc. are given at the time of the Weekly Prayer. Also instructions about some special drive like Mahaswachhata Abhiyan and Voter-Registration Drive is given in detail. This practice has yielded good response and satisfactory impact.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. To motivate the faculty to write and publish research papers
2. To construct a new auditorium
3. To organize the Health Camp for the students and the faculty
4. To celebrate the Days, Weeks and fortnights
5. To conduct the Monthly Practice Tests of the students
6. To organize the FDP on the Criterion reading of the NAAC for the faculty
7. To use LMS (Learning Management System) in IQAC
8. To conduct the Academic Audit of the college
9. To apply for NIRF
10. To develop Soft Skill among students
11. To organizing International / National / Regional Seminars and Workshops
12. To conduct the placement drives
13. To prepare check list for faculty members