

## The Annual Quality Assurance Report (AQAR) of the IQAC (2014-2015)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

D.R.K. COLLEGE OF COMMERCE

1.2 Address Line 1

649, 'C' WARD, AZAD CHOWK

Address Line 2

RAVIWAR PETH

City/Town

KOLHAPUR

State

MAHARASHTRA

Pin Code

416002

Institution e-mail address

info@drkcollegekolhapur.org

Contact Nos.

0231-2641224

Name of the Head of the Institution:

Principal Dr. S. B. Patil

Tel. No. with STD Code:

0231-2605470

Mobile:

09422422221

Name of the IQAC Co-ordinator:

ASSO. PROF. DR. MRS. B. J.  
NERLEKAR

Mobile:

9822345765

IQAC e-mail address:

info@drkcollegekolhapur.org

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**MHC0GN10451**

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

NAAC/A7A/outcome/2003/16195

dated September 16, 2003

1.5 Website address:

<http://www.drkcollegekolhapur.org>

Web-link of the AQAR:

<http://www.drkcollegekolhapur.org/aqar/reports>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+		2003	2008
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

30/04/2013

2014-15

**1.8 AQAR for the year (for example 2010-11)**

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

- i. AQAR -2009-10 \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR\_2010-11 \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR\_2011-12 \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR\_2012-13 \_\_\_\_\_ (DD/MM/YYYY)
- v. AQAR\_2013-14 \_\_\_\_\_ (DD/MM/YYYY)

**1.10 Institutional Status**

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu.)

TEI (Edu.)  Engineering  Health Science  Management

Others (Specify)

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

SHIVAJI UNIVERSITY,  
KOLHAPUR

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

Twelve

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: Faculty

02

Students

02

Non-Teaching Staff

02

Alumni

02

Others

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

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

3

International

National

State

Institution Level

3

(ii) Themes

- Library Management
- Modern practices in Acc
- Recent Trends in IT

2.14 Significant Activities and contributions made by IQAC

- Organised one day workshop/seminar under lead college activity.
- Enhanced students' performance in academic, sports like Taikando, Power lifting.
- Motivated Staff for undertaking research, participating in FDP
- Organised guest lecture celebrate various days like constitution day, teachers day

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Proposed to make improvement in infrastructure	Computer lab, classrooms with white board, LCD
Planned to improve sports & health/hygiene of students	Purchased sports equipments, tarring in different sports. achievement of medals by students
Proposed to enhance placement activities	Through placement cell, 19 students placed in different organisations.
Planned to adopt reform in administrative work	Admission process made more open & transparent
Proposed to improve co-curricular & extracurricular activities	Youth festival, visit to Matoshree Oldage, AIDs Rally
Planned to motivate to participate in research, Seminars	Ratnmanch forum – Paper presentation by staff members, felicitation of staff for award of Ph.D

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- Conducted guest lectures on various aspects such as brain/memory development, personality development, awareness about terrorism activities.
- Celebrated different days such as constitution day, friendship day, blood donation on 15<sup>th</sup> September, 2014, Teachers day, etc.
- Organised industrial visits, placement activity, water rally, etc.
- Students participated in various co-curricular & sports activities & achieved good performance in these.

## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2	-	2	-
UG	2	-	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others (C.P.T..)	1	-	1	1
<b>Total</b>	5	-	4	1

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

#### 1.2 (i) Flexibility of the Curriculum: CBCS/~~Core~~/Elective option /~~Open options~~

#### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

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

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

The university has introduced revised syllabus from June 2014 for B.Com II & M.Com II as per the emerging trends and same is implemented by the college.

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

No



## Criterion –II

### 2. Teaching, Learning and Evaluation

2.1 Total Number of permanent faculty:-

Total	Asst. Professors	Assoc. Professors	Professors	Others
27	17	3	1	6

2.2 Number of Permanent faculty with Ph.D.

09

2.3 No. of faculty positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Assoc. Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	4	0	2(MBA)	0	0	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

1

14

2.5 Faculty Participation in conferences and Symposia

No. Of faculty	International Level	National Level	State Level
Attended	3	2	0
Presented Papers	6	6	0
Resource Persons	1	1	2

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

- Use of LCD to facilitate teaching and learning
- Case study and seminar based learning is adopted
- Industrial visits and in plant training are organised
- Group discussions and debates are arranged

➤ 2.7 Total Number of actual teaching days during this academic year

168

2.8 Examination/ Evaluation Reforms initiated by the institution

Preliminary Examination

(For example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 Number of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/ Faculty Curriculum Development workshop

1	1	1
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2.10. Average percentage of attendance of students

91
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2.11 Course/ Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction%	I %	II %	III%	Pass%
B.Com	483	14.70	31.26	38.51	15.53	95.03
M.Com	92	3.17	19.63	39.62	6.61	69.03
BBA	59	8.47	42.37	20.34	--	72.88
MBA	40	--	20.00	57.50	--	77.50

2.12 How does IQAC Contribute/ Monitor/Evaluate the Teaching and Learning Processes:

- Teachers are given the responsibility to analyse the performance and difficulties of students in the academic activities.
- Subject wise feedback is collected from students to analyse the level of teaching & learning.
- Internal/External marks are analysed to identify the student with poor performance.
- Parents meetings are conducted to inform the parents the progress of their wards.

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher Courses	02
UGC faculty Improvement Programme	--
HRD Programmes	--
Orientation Programmes	01
Faculty Exchange Programmes	--
Staff training conducted by the university	01
Staff training conducted by other institutions	01
Summer/winter schools, workshops, etc	01
Others	--

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled	Number of positions filled temporarily

			during the year	
Administrative staff	25	06	1	-
Technical Staff	0	0	0	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Stimulating faculty & students to publish articles in reputed journals.
- Encouraging faculty to undertake research project

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	-	-
Non-Peer Review Journals	-	-	-
e-Journals	01	-	-
Conference proceedings	-	03	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects	-	-	-	-

<i>(other than compulsory by the University)</i>				
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the  
Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations  International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="10"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="2"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="1"/>	Any other	<input type="text" value="-"/>

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

Major activity during the year in sphere of extension activities and Institutional social responsibility,

1. Tree Plantation
2. Blood Donation
3. Street Play

## Criterion - IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area College Area	3515.6 sq. Mtr.			3515.6 sq. Mtr.
Hostel Area & Staff Quarters	14727.3½ Sq Mtr.			14727.3½ Sq Mtr.
Class rooms	21	-	-	21
Laboratories	-	-	-	-
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	28	UGC Management	28
Value of the equipment purchased during the year (Rs. in Lakhs)	-	6.03	UGC Management	6.03
Others(Rs. in Lakhs)	-	-	-	-

#### 4.2 Computerization of administration and library

- Office is fully computerized
- Library is fully computerized
- Barcode system is used in library

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	39675	1370892	573	55076	40248	1425968
Reference Books	26443	2447854	480	232412	26923	2680266
E-Books	N-List	5000	-	-	N-List	5000
Journals	62	54581	61	63456	61	63456
E-Journals	N-List	5000	-	-	N-List	5000



Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	13124	745799	155	21808	13279	759078

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing		03	Upto 4 MBPS 3 connections	03	-	17 PC	8 PC 01 Laptop	01 PC
Added	07	1 Language Lab	Upto 4 MBPS 2 connections 2 VPN Connections	01	-	-	-	-
Total		04	Upto 4 MBPS 5 connections 2 VPN Connections	04	-	17 PC	8 PC, 7 Laptops	01 PC

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

- Conducted training on E-Governance for administrative staff
- Arrange VPN connection facilities in library as well as in computer lab for students to upgrade a subject knowledge
- Language lab facility provided to the students for enhancing the communication skills
- Network resource centre facility provided to the students
- Internet access facility is provided in library for the students & teachers

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.33
ii) Campus Infrastructure and facilities	0.96
iii) Equipments	3.89
iv) Others	0.08
<b>Total:</b>	<b>6.26</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Barcode facility to the students for direct access to avail facilities.
- Organised a lecture and psychological counselling session for the needy students.
- Organised lecture and training on Yoga
- Organised trade fair

5.2 Efforts made by the institution for tracking the progression

- Collection of the feedbacks from the students
- Subject wise result analysis
- Celebration of Annual Day Function to felicitate meritorious students, achievers from extracurricular events/activities.
- Technology up-gradation by expansion of computer and library facility.

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
1873	405	---	---

(b) No. of students outside the state

06

(c) No. of international students

02

No	%
933	40.97

Men

No	%
1344	59.03

Women

Last Year						This Year					
Gen	SC	ST	OBC	Phy.Ch.	Total	Gen	SC	ST	OBC	Phy. Ch.	Total
1252	285	01	673	02	2213	1253	296	05	713	10	2277

Demand ratio = 3:2

Dropout = 0.92%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Lecture on preparation of competitive exams
- Library books facility, study room

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

- Continuous counselling to the students about their problems in learning as well as exam and employment, etc
- Provided infrastructure and related facilities to conduct maharoggar melawa organised by Directorate of Employment and Self Employment, Government of Maharashtra.
- Guest Lectures:
- Organised a one day programme on insurance awareness by c. k. Nadgauda, hon. Secretary, Kolhapur Insurance Institute , Kolhapur

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	94	19	10
17	250	Information of student placed is not available. (Event is organized by District Employment and Self-employment Training and Guidance Centre, Government of Maharashtra)	

5.8 Details of gender sensitization programmes

- Round table discussion with girl students on various personal issues

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	393	2148239
Financial support from other sources	18	91081
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

1. Tree Plantation
2. Blood Donation Camp – NSS & NCC
3. Street play on Dr. Narendra Dabholkar
4. No Vehicle day

5.13 Major grievances of students (if any) redressed:

Nil

## **Criterion-VI**

### **Governance, Leadership and Management**

#### **6.1 State the vision and mission of the institution:**

##### **OUR VISION:**

‘To make this institution a centre for imparting education in commerce and management for all who aspire to excel, in the context of globalization’.

##### **OUR MISSION:**

1. To impart Quality Education in Commerce and Business and to provide Co-curricular facilities for the All Round Development of the youth of this region.
2. To make available the facilities to the students to utilize and develop their potential considering the requirements of the changing environment.
3. To inculcate the qualities like leadership, discipline and create the awareness about social responsibilities.
4. To make the institution a socially responsible unit by keeping interaction with industrial and social organizations.
5. To create and maintain healthy relation among students, faculties and management by facilitating enthusiastic work atmosphere.

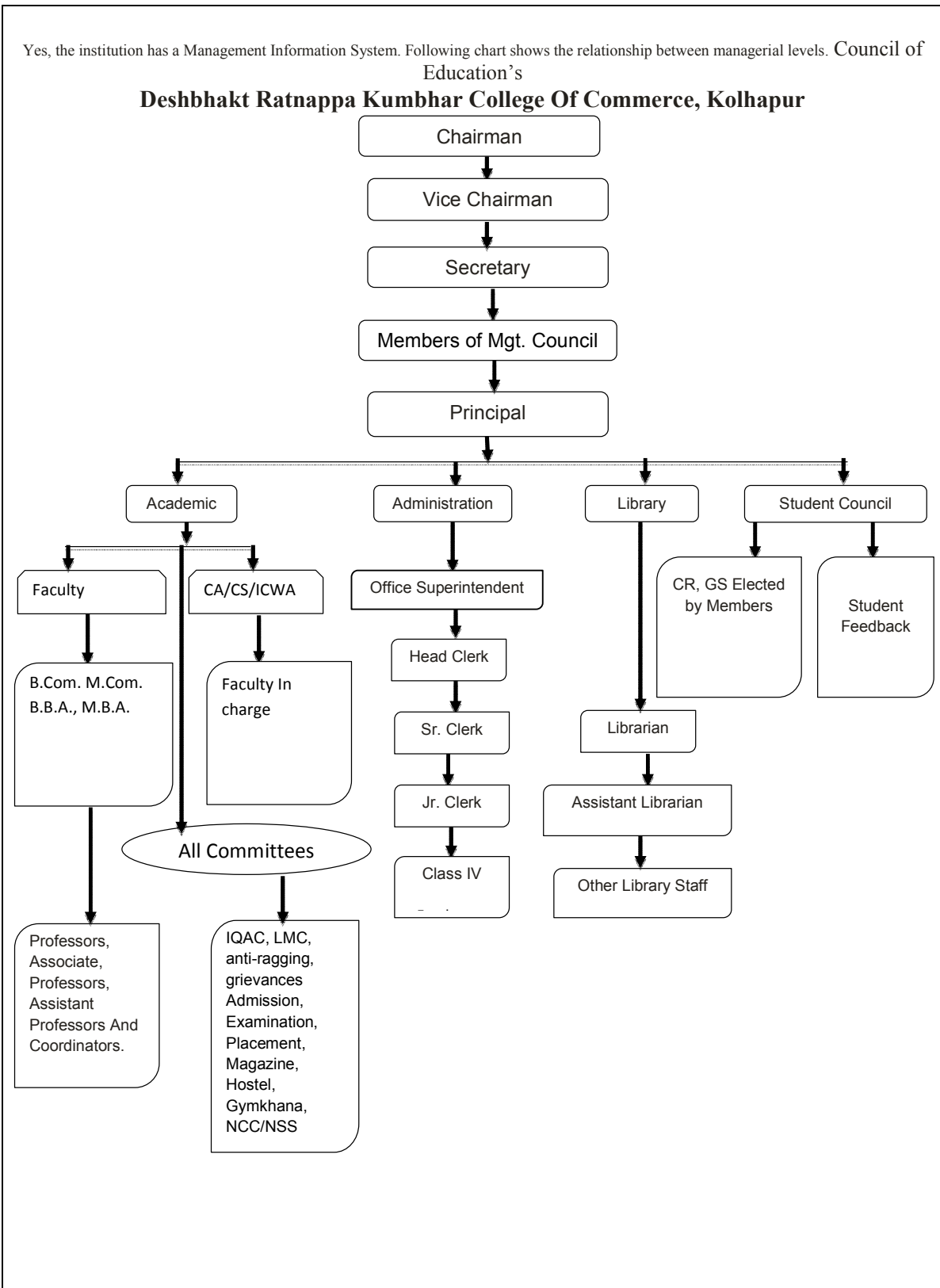
The institution ensures that the vision and mission of it is in tune with the higher education policies of the nation. The institute’s objectives were designed thoughtfully by its founders and the core group who worked for its development and establishment. Our motto is to impart Quality Education in Commerce and Business and to provide Co-curricular facilities for the All Round Development of the Youth of this region. With this motto in mind the institution is providing valuable services to the students from rural areas and economically backward classes. This statement is tuned with the objectives of national policy of higher education to perform multiple roles like creating new knowledge acquiring professional skill and producing intelligent human resources through teaching research and extension activities.

There is increase in female students for commerce. They excelled in sports like basketball shooting at international level along with good academic performance. The cultural and

social values are developed among the students through NCC, NSS, Kalamandal and other extension activities. The publications of annual magazine “Enterprise” and presentations in Ratnamanch serves as platform for the students and faculty to exhibit their creative thinking and research work.

Our vision for future is to prepare and develop the students to face the current and future challenges of globalization, inculcate research culture and computer culture among students and faculty members, who aspire to excel. All the activities are oriented towards the vision and mission.

6.2 Does the institution has a management information system?





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

### 6.3.1 Curriculum Development

- B.Com II syllabus was revised by the university. Semester pattern for M.Com II was introduced along with projects for research methodology. Faculty members contributed for self-study material and books as authors, co-authors and editor. As per the change in university norms assessment of the first year was done in the college.

### 6.3.2 Teaching and Learning

- Power Point Presentation through ICT is adopted for the better understanding of the students.
- Feedback from the students is collected to bridge the gap between teaching and learning process.
- The faculty members identify and counsel the poor performing students and provide proper guidance for improvement.
- Participatory method, group discussion, project method and industrial visits are organised for encouragement.

### 6.3.3 Examination and Evaluation

The college ensures that the examination and evaluation have been conducted according to university norms.

**Internal Evaluation:** Midterm test, preliminary exams, class tests, orals, etc are conducted as a part of internal evaluation.

**External Evaluation:** All the faculty members assess the university papers at the cap centres arranged by the university. They even work as paper setter, senior supervisors, performance are also discussed in local management committee.

### 6.3.4 Research and Development

- Three Faculty Members are awarded Ph.D. Degree this year.
- Four faculty members have completed their refresher programmes.
- As a part of the Research, the under-graduate and post-graduate students are encouraged to carry out their project in nearby industries
- Faculty members published their research papers in various National and International Conferences, Seminars and journals.
- The presentation of research work is done by the faculty in the staff room through RATNA MANCH.

### 6.3.5 Library, ICT and Physical infrastructure/ instrumentation

#### **LIBRARY:**

- Number of text books purchased: 573 Number of reference books purchased: 480  
Other Books:155 Journals: 61 News Papers: 2
- Expenses on Text Books: Rs.55,076
- Expenses on Reference Books: Rs.2,32,412
- Expenses on Journals: Rs.63,456
- Expenses on Other Books: 21,808
- UGC grants available for library facilities are utilized fully.
- Students have been given books through Book Bank and special library scheme.
- The library maintains a set of course-wise, semester-wise and year-wise question papers.
- A separate room is made available in the library for Faculty.

#### **LIBRARY AUTOMATION:**

- ICT and Barcode Technology Implemented.
- Total number of **Computers: 5 Printer :1 Scanner :3**
- Internet bandwidth speed: 4 MBPS up to 20GB.
- Library is fully automated for management courses.

#### **ICT:**

- Internet facilities are provided to the staff, students and research scholars.
- All the faculty members, students are encouraged to utilize the available computers.

#### **PHYSICAL INFRASTRUCTURE/ INSTRUMENTATION:**

- Total Area of College: 3515.6 sq.mt, Built Up Area: 5097 Square Meter.
- Class Rooms :21, Computer Labs:3, Strong Rooms:1, Seminar Hall:2
- Multipurpose Hall :1 Boys Hostel:1 Staff Quarters:4
- Reading Room, Common Room for Girls, Staff Rooms Etc.

#### **SPORTS AND OTHER FACILITIES:**

- Facilities for indoor games like Table Tennis, Badminton, Carom, Chess etc. and Outdoor Courts for Basketball and Cricket.
- Multipurpose hall for conducting various activities.
- Parking area for faculty and students.
- Well-equipped gymnasium room.

### 6.3.6 Human Resource Management

- The Institution is headed by the Principal. He looks after the academic activities of the institution.
- The human resource management system includes several committees of faculty members for assisting the principal in coordinating different curricular and extra-curricular activities.
- Coordinators are appointed for self-financing courses with full support by management for the administration and extra-curricular activities.

### 6.3.7 Faculty and Staff recruitment

- Appointments are done as per the norms of University and State Government.
- Contract basis and CHB faculties are appointed by local management committee.

### 6.3.8 Industry Interaction/ Collaboration

- The contact with Corporate/Industrial units opens avenues for research and publication of papers.
- College organizes industrial visits for UG and PG students every year.
- The faculty members also contribute to the industry through their consultancy, guidance and research publications.

### 6.3.9 Admission of Students

- The principal forms the committees for admission of the students to each class separately.
- The committee members follow the University Norms for admission.
- A separate register is maintained to record sale of application forms, list of applications received, list of students selected.
- A waiting list is also prepared and put up on the College Notice board along with the selection list.

### 6.4 Welfare Schemes for

- |          |                           |
|----------|---------------------------|
| Teaching | ➤ Group Insurance scheme. |
|----------|---------------------------|

	<ul style="list-style-type: none"> <li>➤ PF, CPF, Medical Reimbursement.</li> <li>➤ Payment of registration fees to attend Workshop and Conferences.</li> <li>➤ Gift Hampers for Diwali through Society.</li> </ul>
Non-Teaching	<ul style="list-style-type: none"> <li>➤ Provision of uniforms every year.</li> <li>➤ Gift hampers during Diwali.</li> <li>➤ Group Insurance scheme.</li> </ul>
Students	<ul style="list-style-type: none"> <li>➤ Financial assistance by way of scholarship- <ul style="list-style-type: none"> <li>1. From Govt. - Rs.21, 48,239 to 393 students.</li> <li>2. From other sources: Rs.81, 080 to 17 students.</li> </ul> </li> <li>➤ Support for getting Educational Bank Loan / Financial Assistance from Private Trust.</li> <li>➤ Provision for Bonafied Certificate from college for subsidized Bus Fair.</li> <li>➤ Group Insurance Scheme.</li> <li>➤ Financial Assistance to participate in Youth Festival..</li> <li>➤ Total Medical Check-up of students every year.</li> <li>➤ TA, DA for students participating in sports, NSS, Cultural activities for various competitions.</li> <li>➤ Facility of day-night reading room during exam</li> </ul>

**6.5 Total corpus fund generated**

**Rs. 10,00,000/-**

**Endowment fund**

**6.6 Whether annual financial audit has been done**

**Yes**

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

Audit	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	College
Administrative			Yes	College

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

For UG Programmes Yes  No

For PG Programmes Yes  No

University results are declared within 45 days.

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

**Examination Reforms:**

Faculty members actively participated in the workshop conducted by Shivaji University for Examination Reforms.

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

NOT APPLICABLE

**6.11 Activities and support for the Alumni Association**

Meeting of Alumni Association is conducted twice a year and suggestions for improvement are welcomed from them.

**6.12 Activities and support from the Parent-Teacher Association**

Parent-Teacher meeting is conducted twice a year at college level.

**6.13 Development programmes for support staff**

- Felicitation of staff to support for their outstanding performance, achievement etc.
- Encouragement and support to faculty members to participate in Refreshers, Orientation Programme.
- Encouragement for participation in Faculty Development Programmes, Workshops, Seminars, Conferences etc.

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

- Road Asphaltting for proper parking.
- Motivation and support to students for project work related to environmental issues.
- Cleaning of premises by NSS students for Republic Day.
- Organizing NO VEHICLE DAY for teacher and students.
- Encouraging tree plantation on special occasions etc.

## Criterion – VII

### Innovations and Best Practices

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

- Digital borrower cards are issued to teaching & non-teaching staff.
- Presentation of Ph.D. thesis by staff members through 'Ratna Manch' forum.

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

- Sports equipments purchased and training in different sports like taikando, badminton, cricket, basket-ball, provided.
- NSS students visited matoshree old-age home & participated in AIDs awareness rally.
- Three teachers are awarded Ph.D. degree & felicitated by the college for their achievement.
- One NCC cadet participated in RDC pared at Rajpath, New Delhi.
- NCC cadets participated in save girl child, swachhata abhiyan, women empowerment, voting awareness & pulse polio activities.
- On birth anniversary of Late Padmshree Dr. Ratnappa Kumbhar, blood donation camp was organosed.
- Cultural department students participated in youth festival competitions like street plays, mime, talent hunt, etc.

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

- Digital borrower card issued by the library.
- Daily convenience goods & clothes are donated by college students to leprosy patients at shenda park, Kolhapur.

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

7.4 Contribution to environmental awareness / protection

- Water rally ("Jai Dindi Abhiyan")
- Collection of nirmalya at the time of ganapati visarjan.
- No vehicle day/ cycle day.
- Tree plantation activities.

7.5 Whether environmental audit was conducted?

Yes

No

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

<p style="text-align: center;"><b>Strength</b></p> <ul style="list-style-type: none"><li>➤ Large no. of teachers with different fields of specialisation.</li><li>➤ Availability of classrooms of big size with fresh air &amp; natural light.</li><li>➤ Active NSS, NCC units, students council, nature club, placement cell.</li><li>➤ High and commitment &amp; participation of students in sports activities.</li><li>➤ Well equipped infrastructure for CA, ICWA, CPT &amp; IT courses.</li></ul>	<p style="text-align: center;"><b>Weakness</b></p> <ul style="list-style-type: none"><li>➤ Absence of canteen facility &amp; girl hostel</li></ul>
<p style="text-align: center;"><b>Opportunity</b></p> <ul style="list-style-type: none"><li>➤ Scope for starting new diploma/ self finance courses.</li><li>➤ To start well-equipped research centre.</li></ul>	<p style="text-align: center;"><b>Challenges</b></p> <ul style="list-style-type: none"><li>➤ Enhancing employability of commerce students in global environment.</li><li>➤ Internationalisation of Education.</li></ul>

### 8. Plans of institution for next year

<ul style="list-style-type: none"><li>➤ To improve infrastructure facilities.</li><li>➤ To develop computer lab &amp; introduce language lab.</li><li>➤ To motivate faculty to undertake minor &amp; major research projects.</li></ul>
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Name Prof. Dr. B. J. Nerlekar

Name Dr. S.B. Patil

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



## Annexure-I

### COUNCIL OF EDUCATION'S D. R.K. COLLEGE OF COMMERCE, KOLHAPUR

YEAR: 2014-15

#### ANALYSIS OF ASSESSMENT OF THE TEACHER BY THE STUDENT

(n=400)

Sr. No.	Particulars	Excellent	Very Good	Good	Satisfactory	Unsatisfactory
1	Subject knowledge	20	20	40	20	Nil
2	Language competency	30	25	25	20	Nil
3	Class control	30	30	25	15	Nil
4	Ability to explain	45	15	20	20	Nil
5	Availability	15	25	40	20	Nil
6	Career guidance	25	15	25	35	Nil
7	Encouragement for extra-curricular activities	20	30	35	15	Nil
8	Punctuality in lecture	75	10	10	05	Nil
9	Preparing students for exams.	70	15	10	05	Nil
10	Efforts to bring discipline among the students	45	10	25	20	Nil
11.	General remarks.	35	35	15	15	Nil

*Figures indicate percentage of responses*

#### Analysis:

The analysis of assessment of teachers by the students shows that, no student is unsatisfied with any of the 11 variables used for the assessment of the teacher's performance. It is observed that, more than 75% teachers are excellent in punctuality and 70% are excellent in preparing students for exams. Overall the students are of the opinion taught the performance of teachers is very good.

## **Annexure-II**

### **Innovation and Best Practices 2014-2015**

#### **I. Visit to Leprosy Patients at Shenda Park, Kolhapur**

Our College students visited Shenda Park, Kolhapur, and a home for leprosy patients on 26<sup>th</sup> Jan.2015. On that day the student's along with the principal and Staff members distributed daily convenience goods like daily grocery items and clothing to the leprosy patients out of the funds contributed by faculty members and students of the college.

This was an attempt shown by our students regarding awareness of social issues and problems of leprosy patients in the society. It was highly appreciated by the people. This activity of the students is a symbol of social awareness and consciousness about the deprived members of the society suffering from such a chronic disease.

#### **II. Issue of Digital Borrower Cards**

Our library has adopted the system of digital borrower cards for systematic records of the books, references. etc. and also smooth issue and receipt of all the books.

At the initial phase the borrower cards are issued to the staff members. The card carries name of the card holder photo, signature, Library PRN along with barcode on it. A computer interface is give to the scanner; the Scanner scans the barcode and update information regarding issue of the books from the concerned card holder into the computer data base.

This digital borrower card is to be carried by staff members every time for collecting and returning the books to library. Such a card system enables the library staff to keep up to date record of books and to identify possession of any book with the card holder at the time of emergency.

### Annexure-III

#### D.R.K.College of Commerce, Kolhapur

Academic Calendar Year 2014 -2015

11<sup>th</sup> June to 30<sup>th</sup> April 2015

Sr. No.	Month	Week I	Week II	Week III	Week IV
1	June 2014		<p>Term beginning Meeting</p> <p>Admission Process Starts</p>	<p>College begins</p> <p>Time table preparation</p> <p>MBA</p> <p>Admission process</p>	<p>Admission Process meetings and formation of Committees</p> <p>Chatrapati Shahu Jyanti</p> <p>B.Com.II BBA II M.Com.II Classes Starts</p>
2	July 2014	<p>Formation of Naac committees</p> <p>Beginning of Lectures</p> <p>Commencement of B.Com.II</p> <p>BBAlII Classes</p> <p>Time Table Preparation</p>	<p>11<sup>th</sup> Population Day</p> <p>P.G.-M.Com. M.B.A. Admission Process</p> <p>University affiliation</p> <p>Campus Activity</p>	<p>P.G.-M.Com. M.B.A. Admission Process</p> <p>MBA Affiliation</p> <p>Staff environment meeting</p> <p>Naac committee meetings</p>	<p>P.G.-M.Com. I M.B.A.I Admission Process</p> <p>Commencement of M.Com. II Classes</p> <p>Commencement of MBA II Classes</p> <p>C.S. Foundation</p>

					C.A. Foundation C.P.T.
4	<b>September 2014</b>	5 <sup>th</sup> Teachers day  Guest Lecture  MBA activities starts	15 <sup>th</sup> Sep. Deshbhakt Padmashri  Dr. Ratnappa Kumbhar Jyanti  Hindi Day Celebration  Guest Lecture	16 <sup>th</sup> general Ozone day  Industry-student Interaction  Blood Donation Camp	NSS Day  Tree Plantation Programme at D.R.K. Hostel  Study tour Tourism Day
5	<b>October 2014</b>	Ethics day  Mahatma Gandhi Jyanti  MBA Activities starts  Lead College Activity  Attendance Meeting	Midterm Examination  Student Feedback forms  Submission of Home Assignments  Dipawali vacation	Dipawali vacation	Dipawali vacation  Term End Meeting
6	<b>November</b>	Dipawali	Guest Lecture	University	University

	<b>er 2014</b>	vacation	Placement Broacher  University examination	examination	examination  Internal Marks  preparation and Submission
7	<b>Decemb er 2014</b>	11 <sup>th</sup> Worlds aids day  Beginning of Semester  Industrial Tour MBA I	Time table  National Conference on accounting	National conference on Physical Education  Student -Industry Interaction  Workshop	23 <sup>rd</sup> Sep. Deshbhakt Padmashri Dr. Ratnappa Kumbhar Death anniversary  Anti tobacco day
8	<b>January 2015</b>	Commencem ent of MBA II Classes  Commencem ent of MBA I Classes	NSS Camp  12 <sup>th</sup> Swami Vivekananda Jyanti  14 <sup>th</sup> Traditional day	Guest Lecture  Campus Activity  Lead College Activity  Workshop	26 <sup>th</sup> Republic Day  Guest Lecture  Campus activities  Career oriented Programmes