

Empowerment of Girl Students in Pursuit of Knowledge, Values and Self –reliance



Shikshan Mandal Karad's
MAHILA MAHAVIDYALAYA, KARAD

ACADEMIC AND ADMINISTRATIVE
AUDITREPORT

Academic Year
2018-19


IQAC Co-ordinator
Mahila Mahavidyalaya, Karad




Vc. Principal
Mahila Mahavidyalaya, Karad



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MAHILA MAHAVIDYALAYA, KARAD

Academic Audit Report

Year: 2018-19

An Academic Audit is an integral part of the dynamics of higher education to achieve and maintain academic excellence. The office of the Internal Quality Assurance Cell has put in place an institute wide academic quality management framework. It aims to document evidence-based information related to the quality of academic programs. The Academic Audit encourages a culture of continuous evaluation and quality improvement with sustenance of best practices of the different academic programs. The Academic Audit was initiated during the academic year (2018-2019) by the IQAC to evaluate the UG and PG curriculum, teaching, learning methodologies and to ensure continuous improvement for quality assurance.




The audit is carried out on the basis of the college report, supporting documents, visit to the departments, office, library and other facilities. The committee appreciates the staff for being supportive throughout the visit. The report consolidates the findings of the committee and offers suggestions wherever necessary.

General observation of the Committee:

- The Principal, Vice Principal and IQAC coordinator are responsible for academic, administrative leadership of the college.
- IQAC conducted feedbacks of the students, Parents and alumni during the academic year.
- The teaching – learning process is students centric.
- Institution have Management Information System (MIS).
- The institution has introduced 10 certificate courses and 02 value added courses from this academic year. 599 students enrolled for certificate courses and for value added courses.
- 277 students from different departments have participated in field projects or internship activity.
- E-governance is implemented in admission, examination, library and administration processes.

- Choice Based Credit System (CBCS) has been implemented for B.A.I & B.com. I programs offered by the institution.
- Student mentoring system is in process. Mentor-mentee ratio is 1:52
- Academic calendar is prepared and implemented accordingly & Audit is carried out regularly.
- Overall institutional performance is evaluated through student satisfaction survey. Workshops, seminars conducted on IPR and innovative practices.
- Teachers make teaching plan before the commencement of academic year and works accordingly and finally submits syllabus completion report.
- IQAC monitors teaching, learning and evaluation process and adopts quality improvement strategies.
- Library is partially automated. Prisms software installed for library uses.
- In order to promote the universal values and ethics institution conducts various activities. NSS units conduct several programs on cross cutting issues.
- The redressal system is satisfactory.
- The participation in sports should be increased.
- The participation in cultural activity should be increased.
- Students' placements need to be increased.
- Provide more computers and internet facilities in library.

The AAA Committee:

Sr. No.	Name	Designation	Signature
1	Dr. Smt. S. R Prabhune	Chairman, I/C Principal , Mahila Mahavidyalaya, Karad	
2	Dr. Prakash B. Darure	Member Vice- Principal, Mahila Mahavidyalaya, Karad	
3	Dr. Smt. S. R. Prabhune	Member Secretary, IQAC Coordinator	

Date: 25 Nov. 2019

Place: Karad

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PART A

I. General Information:

Sr. No.	Details	Information
1	Name of the College	Mahila Mahavidyalaya, Karad
2	Address	Mangalwar Peth, Karad, Dist. Satara (MS)
3	Email	karadmahila@gmail.com
4	Website	www.mahilamahavidyalaya.com
5	Head of the Institution	Dr. S.R. Prabhune (I/C Principal)
6	Tel no. with STD Code	02164-220849

II. Administrative Details:

Sr. No.	Details	Information
1	Type of College	Affiliated, private (aided)
2	Affiliating University	Shivaji University, Kolhapur
3	Location	Semi-urban
4	Whether accredited by NAAC	Yes
5	Grade and CGPA	B+ (CGPA 2.69)
6	Validity	November 1, 2023
7	Programmes Offered	B.A., B.Com. & M.A. (Geography)
8	Courses Offered (UG – B.A.)	English, Marathi, Hindi, Economics and Geography
9	Courses Offered UG – B.Com.)	General
10	P.G. (M.A.)	Geography
11 Faculty details:		
i	Number of Full time posts sanctioned	22
ii	Number of Full time posts filled	18+ 1 Librarian

iii	Number of Full time posts vacant	03
iv	Number of Asst. Professor(CHB)	16
12	Total number of Students enrolled	936
13	Total number of Students from reserved category	159 (First Year only)

III. Academic Details (Criterion wise Inputs):

I. Curricular Aspects:

1. Number of Programmes in which Choice Based Credit System (CBCS) / Elective Course System has been implemented

Sr. No	Programme Code	Programme name	Year of Introduction	Status of Implementation of CBCS / elective course system (Yes/No)	Year of Implementation of CBCS / elective course system
1	3129	B.A. I	2018-19	Yes	2018-19 (June 2018 Onwards)
2	7801	B.Com. I	2018-19	Yes	2018-19 (June 2018 Onwards)

2. 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:

1. Chairman of BoS of Affiliating university
2. BoS member of Affiliating university
3. Setting of question papers for UG/PG programs
4. Contributed to syllabus designing for B.A Part I and B. Com Part I.
5. Wrote a module for B. Com Part I Students.
6. Design and Development of Curriculum for Add on/ certificate/ Diploma
7. Assessment /evaluation process of the affiliating University

3. Add-on Courses Offered

Sr. No	Name of Add on /Certificate programs Offered	Course Code (if any)	Year of Offering	No. of Times Offered During the Year	Duration of Course	Number of Students Enrolled in the Year	Number of Students Completing the Course in the Year
1	Imitation Jewellery and Masala Making	CSD07	2018-19	1	2 days	61	61
2	Hindi Conversation	CSD06	2018-19	1	3 months	11	11
3	Balwadi Shikshak Course	SUCSD1	2018-19	1	6 months	11	11
4	Fashion Designing Course	COC1	2018-19	1	1 year	30	30
5	Beauty Parlour Course	CSD03	2018-19	1	2 months	15	15
6	Hindi Anuvad Course	CSD04	2018-19	1	3 months	48	48
7	Certificate Course in E – Banking	COC2	2018-19	1	1 year	22	22
8	CCIT Certificate Course	CSD02	2018-19	1	45 days	128	128
9	Spoken English Course	CSD01	2018-19	1	3 months	243	243
10	GIS Certificate Course	CSD17	2018-19	1	5 weeks	30	30

4. Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	B.A.II SEME III & IV	169
B. Com.	B.COM.II SEME III & IV	96
MA	M.A.II SEME III & IV	12

5. Feedback System:

i. **Online/Manual:** Manual

ii. Feedback sought from:

Students

Alumni

Parents

- **Students' Overall Feedback about College: Year 2018-19**

A Questionnaires consisting of 34 questions covering all aspects was provided to students and feedback was sought manually. These feedback forms were analyzed. It is observed that the students are satisfied with the teaching in the college. Students could opt for subjects of their choice. The students found the teachers accessible ready to solve their difficulties. Same students participated in NSS, Sports facilities and other infrastructure too was found to be sufficient 88 percent students participated in co-curricular activities. 97 percent students found the present curricula and the skill development courses beneficial from career point of view. The students were satisfied with the service provided by the administrative staff. They also found the library facility useful. 53 percent students rated the college as excellent, 30 students rated it as very good and 17 percent students rated it as good.

- **Alumni Feedback: Year 2018-19**

Alumni were provided 13 questions questionnaires and collected feedback from 100 students. After the analysis of these questionnaires it is observed that 92 percent students are satisfied with the admission procedure and fee structure. Students also gave very good response about overall environment of the college. There are also satisfied about infrastructural and lab facilities. It is noticed that 97 percent alumni have given satisfactory response about library facility. 95 percent students were satisfied about extracurricular activities. 95 percent students have given very good opinion about overall rating of the college. Some of the significant suggestions given by the alumni include post graduate department in Commerce, Marathi, Hindi, English, Economics, Third year department of Political Science, Sociology, Special concession and schemes for rural students, Special attention to sports.

- **Parents' Feedback about College: Year 2018-19**

Majority students of the college hail from rural areas. In order to understand the feedback of the parents a questionnaire of eight questions. Parents have given very positive feedback about the college. 99 percent parents hailed sense of security experienced by their wards. 99 percent parents and lauded the Co-curricular and extracurricular activities and various courses organized by the college. 92 percent parents felt that the student's transportation facility was adequate. 94 percent parents were satisfied with the infrastructure and physical facilities available in the college. 100 percent parents felt that the college environment was conducive to the holistic development of their wards.

- **Action Taken:**

A good number of students have expressed their satisfaction for the academic, administrative, library, curricular and co-curricular activities, skill development courses, welfare activities, sports and other facilities. The college is committed to improve upon the affairs as per the feedback and promises to provide the best of services – academic and non-academic to the students, improve upon fruitful learning environment to achieve its vision and mission all the more efficiently.

II. Teaching, Learning and Evaluation:

1. Mentor / Mentee Ratio

- **The number of students enrolled in the year 2018-19** : 936
- **The number of Fulltime Faculty** : 18
- **Mentor / Mentee Ratio** 1: 52

2. Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year

Year of Award	Name of fulltime teachers	Designation	Name of the award
2018	Dr. Suhaskumar Vamanrao Bobade	Associate Professor	State Level Award in Essay Competition

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

A well-established student-centric mentoring system is introduced in the college to establish effective student – teacher relationship as per the suggestions of Quality Assurance Cell of the college. The faculty use various student centric methods suitable to courses taught to enhance students' involvement in participative learning. Usually unit test, objective test, oral test, surprise test, open book test, student seminars, mock- teaching, quiz, role play, group discussion, practical exam and practice exam are used by faculty for the purpose. In addition to the traditional lecture method emphasis is laid on participatory learning. Use of field visits/study tours, projects, debates, interviews, and report writing is made wherever required. In addition to existing linkages, The college enter in to linkages library of another college to organize joint activities like guest lectures, seminars, workshops etc. and engage in faculty exchange and student exchange. The college runs 2 UGC COCs. & one certificate course Of Shivaji University Besides, the curricula of the short term courses organized by the Center for Skill Development are designed and implemented by our faculty

4. Teachers use ICT enabled toolsfor effective teaching-learning process.

Besides using traditional method of teaching, the college efficiently employs ICT enabled teaching – learning tools. The resources are adequate and maintain e-learning atmosphere in the free Wi-Fi enabled college campus. Following ICT enabled tools uses by the faculty.

1. Interactive Board
2. Use Of Internet
3. PPT Presentation
4. Educational CDS
5. Video Clips
6. Audio Clips
7. YouTube,
8. E –Books,
9. E – Journals
10. E – Dictionaries
11. E- encyclopedia,
12. Online Newspaper
13. Infilbnet- N list

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

Besides following semester pattern of examinations of the university, Continuous Internal Evaluation is done as per the academic calendar prepared by each subject teacher every year. Formative Assessment is done during teaching. It is an ongoing evaluation to give instant feedback to students. At both the UG and PG (Geography) level the evaluation is done through Practice Tests, Practice Examination, Surprise Tests, Open Book Tests, Practical exams, quizzes, home assignments, and mini-projects as per the requirement of the course. Some of the departments conduct unit tests after the completion of each unit / topic. In addition to this, evaluation is also done by conducting seminars, group discussions and assessing their e-projects as per the nature of the course. The CIE gives ample scope to periodically monitor the academic performance of the students and accordingly suitable feedback is given for improvement

6. Annual Examination Report

The 2018-19 examinations were held by the university. From B.A. III, B.Com. III and M.A.II, 268 students appeared for the examination. 194 students completed their graduation successfully. The result of B.A. III and B.Com. III programmes were satisfactory. The passing percentage of B.A. III and B.Com. III was 67.32% and 97.75% respectively. The result of M.A./M.Sc. Geography was 33.33%. The total pass percentage was 72.38%.

Annual Report

Programme	Course	Students Appeared	Students Passed	Pass %
B.A.	English	26	19	73.07
	Marathi	21	06	28.57
	Hindi	20	10	50.00
	Economics	35	26	74.28
	Psychology	32	21	65.62
	Geography	33	22	66.66
B.Com.	Commerce	89	87	97.75
M.A/M.Sc.	Geography	08	4	50.00
Total		268	195	72.38

7. Student Satisfaction Survey

For the academic year 2018-19, the five-point scale questionnaire for Student Satisfaction Survey regarding teaching, learning and evaluation process implemented in the college was prepared by the Internal Quality Assurance Cell based on the questionnaire prepared by the NAAC. Out of the total strength of 936 students, the questionnaire consisting 15 questions was given to more than 10% students. That is, 132 randomly selected students belonging to Arts and Commerce Programmes participated in the Survey. Each item was scored on from Strongly Agree, Agree, Neutral, Disagree and Strongly Disagree.

The analysis of the questionnaire indicates that maximum i.e. 92.42 % student have reported their strong agreement to the overall good quality of teaching-learning process in the college; followed by 90.90 % students have stated that almost 95 – 100% syllabus is covered in the class. 88.63 % students have revealed that the college provides multiple opportunities to learn and grow; whereas 86.36 % students reported that teachers come well prepared in the class. Around 83.33 students affirmed that above 90% of teachers use ICT tools (LCD projector, Multimedia, etc.) while teaching; whereas 81.81 % students claimed that they are encouraged to participate in extracurricular activities. Around 79.54 % stated that the college and teachers take efforts to inculcate soft skills, life skills and employability skills to make them efficient and employable and the evaluation of the students is done through activities like group discussions, seminars, wallpaper writing, projects, surveys, experiments, field-trips, poster presentations, etc. The overall analysis reveals that maximum number of students i.e. on average 71.05 % students strongly agree with the effectiveness of overall teaching, learning and evaluation process in the college; followed by about 28.88 % of students who preferred to be agreed with process. No student was either neutral or chose to disagree or strongly disagree with the process implemented in the college. The impact of effective teaching, learning and evaluation process is reflected in students' satisfactory attendance, good results and active participation and commendable performance in academic and extra-curricular activities.

III. Research and Extension Activities

1. Number of Full Time Teachers with Ph. D / Research Guides

Name of full time teacher with Ph.D.	Year of obtaining Ph.D.	Whether recognized as research Guide for Ph.D.	Year of Recognition as Research Guide
Dr.Snehal Rajendra Prabhune	2019	No	
Dr.Prakash Bhupal Darure	2017	No	
Dr.MoreBabanrao Kashinath	2004	No	
Dr.MadhuraPratapsinh Mohite	2017	No	
Dr.IlaDevchand Jogi	2007	Yes	2010
Dr.SuhaskumarVamanrao Bobade	2012	No	
Dr.HanamantYashwanKarande	2006	Yes	2012
Dr.Shailaja Ramesh Patil	2009	No	2013
Dr. Shashikant Ramchandra Gadgil	2011	No	
Dr..Arjun Gena Ohal	2013	No	
Dr.Ujjwala Nivritti Tathe	2013	Yes	2018
Dr.Parag Sudhakar Sontakke	2012	No	

2. Institution has Ecosystem for Innovations and has Initiatives for Creation and Transfer of Knowledge

Sr. No.	Year	Name of the workshop/ seminar	No. of the Participants	Date From – To
1	2018-19	Smart Garment, Kadegaon, Dist. Satara (Industrial Visit)	22	07/01/2019
2	2018-19	Visit to Manmandir Boutique Karad	22	04/02/2019
3	2018-19	Visit to Beautiful Boutique, Karad	22	05/02/2019
4	2018-19	Visit to Lavanya Boutique, Karad	22	06/02/2019
5	2018-19	Visit to Sequence Boutique, Karad	22	07/03/2019
6	2018-19	Visit to Shagun Collection, Karad	22	08/02/2019
7	2018-19	Visit to Reliable Boutique, Karad	22	09/02/2019
8	2018-19	Visit to Jankalyan Cooperative Credit Society ltd,. Karad Urban Co operative Bank Ltd,.KalikadeviCo operative Credit Society Ltd. Karad	22	05/03/2018

3. Number of books and chapters in edited volumes/books published and papers published in national conference proceedings per teacher during the year

Sr. No.	Name of the Teacher	Title of the Book / Chapter Published	Title of the Paper	Title of the Proceedings of the Conference	Name of the Conference	Year of Publication	ISBN/ISSN Number of the Proceeding	Affiliating Institute at the time of Publication	Name of the Publisher
1	Dr. Snehal R. Prabhune	Ability Enhancement Compulsory Course Chapter - Module VI				2018	ISBN: 978-93-85190-15-5	Shivaji University, Kolhapur	Shivaji University, Kolhapur
2	Dr. Suhaskumar V. Bobade	SantJanabaichyaNivdakAbhanganchaPunrvichar				2018	NA	Shivaji University, Kolhapur	Shanti Publication, Pune
3	Dr. Snehal R. Prabhune	English for Business Communication B. Com Part I				2019	978-81-938801-7-3	Shivaji University, Kolhapur	Center of Distance Education Shivaji University, Kolhapur
4	Dr. Suhaskumar V. Bobade	Marathi Bhasha - Upyojan Ani Sarjan				2019	NA	Shivaji University, Kolhapur	Shanti Publication, Pune
5	Mr. Vilas Surve		Marathi SahityacheMadhyamantar: Natarang Ya Anand Yadav Likhit KadanbaricheChitrapatMahyamanantar	From Words to Stage and Screen: Adaption of Literary Works	From Words to Stage and Screen: Adaption of Literary Works	2019	978-93-86675-80-4	Shivaji University, Kolhapur	Ideal International E-Publication Pvt. Ltd

6	Mr. Akhilesh Shinde		SahityacheMadhyamantarPrakriyetaishyokti: Samajshastriy Abhyas	From Words to Stage and Screen: Adaption of Literary Works	From Words to Stage and Screen: Adaption of Literary Works	2019	978-93-86675-80-4	Shivaji University, Kolhapur	Ideal International E-Publication Pvt. Ltd
7	Dr. Snehal R Prabhune		The Tempest: Play to Movie	From Words to Stage and Screen: Adaption of Literary Works	From Words to Stage and Screen: Adaption of Literary Works	2019	978-93-86675-80-4	Shivaji University, Kolhapur	Ideal International E-Publication Pvt. Ltd
8	Dr. Shialja R. Patil		Dharmaveer Bharti ke Hindi Sahitya Ka Vividh Madhyamome Rupataran	From Words to Stage and Screen: Adaption of Literary Works	From Words to Stage and Screen: Adaption of Literary Works	2019	978-93-86675-80-4	Shivaji University, Kolhapur	Ideal International E-Publication Pvt. Ltd
9	Mr. Vilas Surve	Loksahitya: vaLokkala	Loksahitya: Utpatti Ani Vyapti M. A Part I			2018	978-81-938801-7-3	Shivaji University, Kolhapur	Center of Distance Education Shivaji University, Kolhapur
10	Dr. Prakash Darure	AkeriPalaktatvVidyarthyancahaSwa-Sankalpana Vikas				2018	978-93-83752-57-7	Shivaji University, Kolhapur	Electrotech Publication, Karad
11	Dr. Prakash Darure	AkeriPalaktatvVidyarthantheSamayojan				2018	978-93-83752-58-4	Shivaji University, Kolhapur	Electrotech Publication, Karad
12	Dr. Prakash Darure	AkeriPalaktatvVidyarthyancahiBhavanikParipakvata				2018	978-93-83752-59-1	Shivaji University, Kolhapur	Electrotech Publication, Karad
13	Dr. Shialja R. Patil	Bhumandalikam Ki Hindi Kavita				2019	978-93-86077-89-9	Shivaji University	S.B.S Publication

4. Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	09	02	10
Presented papers	05	10	9	02
Resource persons	0	0	0	1

5. Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year.

Title of Innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Education Past, Present & Future	Dr. S. V. Bobade	Navratna Literary Association, Maharashtra	25/12/2018	Best Essay
Research Paper on 'Youth Psychology & Changing Life Style'	Miss Patel Ayesha & Katkar Shubhangi	Shivaji University Psychology Association	05/02/2019	Second prize for best Research Paper

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

Name of the Department	Number of PhD's Awarded
Geography	1

7. Research Publications in the Journals notified on UGC website during the year

Type	Department	No. of Publication	Average impact factor (if any)
National	Geography	1	5.5
National	Economics	1	6.2
International	English	1	5.7
International	Hindi	1	6.2
International	Sociology	1	0.6
International	Economic	1	5.5
International	Economic	1	0.6
International	Psychology	2	5.2
International	Psychology	1	5.1
International	Psychology	1	0.6

8. Extension Activities organized by the NSS

Sr. No	Name of the activity	Organising unit/agency/ collaborating agency	No. of Teachers Participated	No. of Students
1.	Educational Visit	SM's English School. Karad	01	25
2.	Hospital Visit	Sub-district Govt. Hospital, Karad	01	25
3.	Domestic Violence Laws	Nomadic Tribe Research Development Centre, City Police Station, Karad	1	19
4.	Eco-friendly Ganesh Festival	Karad Municipal Corporation, Karad	1	100
5.	SUB-DISTRICT govt. Hospital, Karad	World AIDS Day Rally	03	100
6.	Voter's Awareness Campaign	Tahsil Office, Karad	05	100
7.	Local Governing Body Visit	Karad Municipal Corporation, Karad	02	100
8.	MahaSwachhata Campaign	Karad Municipal Corporation, Karad	02	100

9. Collaborative Activities under Lead College Scheme

Nature of activity	Participant	Source of financial support	Duration
One Day Workshop by Krishna Institute of Medical Sciences, 'Deemed to be University', Karad (KIMS) on Menstrual Hygiene Reproductive Health	116	-	1
One Day Workshop in Hindi	109	Lead College Scheme of Shivaji University, Kolhapur	1
One Day Workshop in Physical Education	165	Lead College Scheme of Shivaji University, Kolhapur	1
One Day Workshop in Home Science	441	Lead College Scheme of Shivaji University, Kolhapur	1
One Day Workshop in Marathi	103	Lead College Scheme of Shivaji University, Kolhapur	1
Field Visit	13	Lead College Scheme of Shivaji University, Kolhapur	1

IV. Infrastructure and Learning Resources

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

Wi-Fi and Internet Facility:

- 08MBPS/GBPS Wi-Fi connection, Wi-Fi access: 16 Classrooms, 10 Classrooms + LCD Facilities, computer, smart board, Well-equipped, ICT enabled seminar hall

Library

- Wi Fi access, Digital facilities: CDs, DVDs, INFLIBNET (N-LIST)
- Access to computers: teachers, students
- Automated + Prism software, Plagiarism policy
- 24/7 off – Campus University Knowledge Resource Centre
- Subscription:e-resources - e-Shodhganga

Computer Labs

- Wi-Fi enabled, fully functional, well equipped, Battery backup
- 20 computers
- Usage: Teachers , students

Laptops/Desktops:

- All Departments, NSS , IQAC : printer , LCD projector

Laboratories:

- Home Science, Geography, Psychology: as per university norms.
- Textile lab: Required furniture + necessary equipment.
- Well-equipped set up: Certificate Course in Beauty Parlour.

Facilities

- Aqua Guard + Water Cooler, Common Room, Yoga Hall
- Students' Co-Operative Store, Wash Rooms : Ladies , Gents
- Sanitary Napkin Vending Machines + Incinerator
- Parking Place, Hostel , Staff Room
- Study Room: Students , Staff
- Separate Room: NSS, Gymkhana, Skill Development Courses.
- Fire Extinguishers
- Equipment: Recreational Activities, Podium, Stands, Notice Boards.
- Ramps, Railings, Wheel Chair, Commode Facility: For Differently-abled Students.

- Stretcher +First Aid Facilities, Health Centre
- Complaint Box + Important Contact Numbers
- 16 CCTV Cameras
- Office : Fully Automated , Uses ERP Software, Reprographic Facility

2. Total Number of Computers for Educational Use: 20

3. Library Resources

Sr. No.	Library Resources	Details of memberships/ subscriptions
1	Text Books	10359
2	Reference Books	11944
3	E-books	3135000
4	Journals	40
5	E-- journals	6000
6	Digital Database	02
7	CD & Video	50
8	Local and / or Remote access to e- resources (Specify)	University Off Campus e-resources

4. Procedures and policies for maintaining and utilizing physical, academic and support facilities:

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- Laboratory, Library, Sports complex, Computers, Class rooms etc. The college takes good care of maintenance and upkeep of physical, academic and support facilities.

The maintenance and repairs committee is set up at the central level by the management which looks after the maintenance and repairs, appointed plumber, electrician, carpenter to cater to these needs according to its policy. Regular maintenance is undertaken. The management has also entered into a contract with a house keeping agency which looks after sanitation, cleanliness of washrooms etc. Sub staff is appointed for upkeep of ground and premises. Students also voluntarily participate in it arrangements for ICT maintenance with PPGIT, a sister concern. The maintenance and repairs of other equipment's is undertaken as per needs on local level. The college had different software in the office and library as part of automation. The college has recently adopted ERP software in place of the different software's and is helping administration efficiently

V. Student Support and Progression

1. Number of students benefited by scholarships and free ships provided by the Institution & Government during the year

Sr. No.	Year	Name of the Scheme	Number of Students Benefited by Government Scheme and Amount		Number of Students Benefited by the Institution's Schemes and Amount	
			Number of students	Amount	Number of students	Amount
1	2018-19	Financial Support from Faculty			30	36100
2	2018-19	Government of India Scholarship Post-Matric Scholarship	257	327759		
4	Total		257	327759	30	36100

2. Students Placement:07

3. Number of students progressing to higher education during the year: 104

4. Number of Cultural Events/Competitions in which Students of the Institution Participated during 2018-19: 146

5. Participation in Sports: 97

6. Alumni Contribution:Rs. 13650/-

7. Provision for transparent mechanism for timely redressal of student grievances and Other Disciplinary Measures

The IQAC has formulated Grievances Redressal Committee, Sexual Harassment/ Internal Complaints Committee and Anti-Ragging Committee and the meeting record of the committees is maintained in the IQAC.

The Code of Conduct for students and staff are displayed on the website and are followed.

VI: Governance, Leadership and Management

1. Vision and Mission of the College:

Vision

Empowerment of Girl Students in Pursuit of Knowledge, Values and Self-Reliance

Mission

Mahila Mahavidyalaya endeavours to empower girl students to be self-reliant and thereby a national asset by integrating values, providing quality education and skill development programmes.

2. Implementation of e-governance in areas of operation

The entire college campus is Wi-Fi enabled with high-speed internet connection which helps the smooth functioning of the college.

- **Administration:**

All the administrative work like Office Work, Library Work, Admission Process, Scholarship related work, Issue of Admission Receipts and also Examination receipts is provided to students through the use of Computers, Internet and E-mails.

- **Finance and Administration**

For Finance and Accounting, use of Tally Softwares is made. This Softwares also provides the receipts of related work.

- **Student Admission and Support:**

Students are encouraged to seek admission online. All the necessary forms are uploaded on website. Though admission process is not completely online, it is computerized none the less.

- **Examination**

University sends B.Com I, II, III and B.A.III and M.A I II Exam Question Papers through online mode (SRPD). Student's Project of B.A. III which are part of course work are sought through e-mails only. The college plan to organize online exams in future.

3. Strategy Development and Deployment

- **Curriculum Development:**

Developing skills and abilities of students, college organized Career oriented Courses. Under COC E-Banking and fashion Designing Course organized and Under EOC organized Skill Development Course Beauty parlour, Imitation Jewellery, Pearl Jewellery and masala making course. 22 courses

were organized in the college. Two faculty are BOS members and one is Chairperson a BOS. Two faculty contributed to syllabus designing for B.A Part I and B. Com Part I. One faculty wrote a module for B. Com Part I Students.

- **Teaching and Learning**

Business Plans were prepared by all Department and committees in order to prepare the annual activity calendar of the college. Mentor-mentee activity undertaken to solve problems of students.

- **Examination and Evaluation**

For the evaluation of students, faculty organized open book test, Practice test, Unit test, Surprise test as per need and convenience.

- **Research and Development**

This year 4 students participated in Avishkaar Research fest organized by Shivaji University Kolhapur. One student secured third place at district level. One faculty was awarded Ph. D. One National Seminar and One State level Conference were organized. E- ISBN proceedings were published for the papers presented in the national Seminar.

- **Library, ICT and Physical Infrastructure / Instrumentation**

1st literary festival was organized for students from KG to UG. by the college library. 1) Library Orientation program for BA Part I and B.Com. Part I students was organised. 2) Best reader award for students was launched to felicitate and motivate reading habit among students. 3) Books Exhibition was organized. 4) Reading motivation Day celebrated in the college. 5) Book bank scheme and merit card scheme were implemented. Study room was provided with computer and internet facilities. Modest study facility was provided for teachers in the library. 13 new state – of - art washrooms were set - up. One more sanitary napkin incinerator was installed for newly constructed washrooms. Yoga Hall and common room were newly created. Two additional classrooms were constructed. Well-equipped gym was relocated on the college premises. Lecture capturing system was purchased to enhance use of ICT in teaching-learning. Training in use of interactive board was provided to new ad hoc faculty. The college plans to provide training to teachers in preparation of E-content. INFLIBNET N-LIST was subscribed. BA Part I and B.Com. Part I students were given a mandatory course in use of ICT in learning. E-Project activity was used for final year Arts students. Rain water harvesting was undertaken.

- **Human Resource Management**

One faculty completed refresher course (ARPIT) in library science. Lectures were organised under Teachers Academy regarding RAF of NAAC. A visit to Mudhoji College Phaltan was organised for IQAC members to study preparation for NAAC accreditation. A training in digitization of records provided to administrative staff. One Tri-lingual national seminar and one state level conference were organized lectures, seminars and workshops were organized for students regarding health,

environment awareness, career guidance, entrepreneurship development etc. COCs and skill development course were organized for students

- **Industry Interaction / Collaboration**

The college received Rs 4.5 lac under CSR for part funding of skill development course. Students of E-Banking course visited banks and other financial institutions to get experiential knowledge of banking. Home science students visited pre-schools, bakery etc. Economics and Commerce department students attended entrepreneurship development seminar organized by Karad Urban Co-operative Bank Ltd.

- **Admission of Students:**

Admission process is computerized. Motivation is provided to students to adopt application facility by uploading various forms on the college website.

4. Welfare Measures:

The institution takes effective welfare measures for the Faculty and Non-Teaching staff

For Teaching staff –

- Shikshan Mandal, Karad Employees Co-operative Credit Society
- Co-operative Consumer Stores
- Canteen
- Gym
- Duty Leave for workshops, conferences, etc., Financial Assistance for workshop, conference etc., Teachers Benevolent Fund (TBF)
- Medical Reimbursement
- Staff Academy
- Yoga Training course
- ICT Training / Course.
- Separate wash room for male, female employees.

For Non-Teaching Staff

- Uniform to peons
- Shikshan Mandal, Karad Employees Co-operative Credit Society.
- Students Co-operative Consumer Stores
- Canteen
- Medical Reimbursement
- Duty Leave for Training course.
- Separate wash room for male, female employees.

Other Welfare Scheme -

- Identity card for all, CCTV surveillance, Organization of training for employees
- Distribution of Gift hampers on the occasion of Diwali Festival
- The Teacher's Day and women's day are celebrated by Sanstha
- Organization of farewell programme for retiring employees, Sports event for all employees

5. Financial Management and Resource Mobilization

- Audits are carried out regularly by SSSS Associates, Karad.
- The mechanism for settling the audit objections:
 1. Correction of entries at the end of the year.
 2. Recovery from concerned staff if necessary on finding out difference.
 3. Items unable to correct are noted in Audit report for changes in policy and procedure by Management during the next year.

6. Quality assurance initiatives of the institution include:

- One day Tri – Lingual National Seminar
- Physical Education State Level Seminar
- Workshop on RAF of NAAC
- Workshop on Menstrual Hygiene and Reproductive Health
- Workshop on creating Awareness on Hormonal Disturbances, Obesity and Prevention by Exercise and Essential Diet.
- Workshop on Theodolite and Total Station.

7. Number of professional development / administrative training programmes organized by the College for teaching and non- teaching staff during the year.

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	InteractiveBoard Training		13/08/2018	17	0
2018	Workshop on RAF of NAAC	-	07/12/2018	17	0
2018	--	Digitizationof Record	20/12/2018	0	5

VII Institutional values and Best Practices

1. Promotion of Gender Equity during the Year

In accordance with the vision and mission, the college sincerely strives for the empowerment of girl students in every sphere of life. Gender sensitization being a human right and constitutional obligation, the college attempts to imbibe gender sensitivity through various activities and initiatives.

The following actions have been taken to ensure safety of the girl students:

- 1. CCTV Camera Surveillance**
- 2. Committees:** Anti-Ragging Committee, Students' Grievances Redressal Committee, Internal Complaints Committee, Special Cell Standing Committee, Discipline Committee and RTI Cell.
- 3. A Complaint Box**
- 4. Watchman:**
- 5. Counselling:**
- 6. Common Room, Yoga hall and Gym are available to the students.**

7. Activities for conducted for Gender Equity:

Sr. No	Title of Activity	Date	No. of Participants
1.	Workshop on "Domestic Violence: Causes, Effects and Related Laws "	13/02/2018	125
2.	Workshop on "Menstrual Hygiene and Reproductive Health"	18/07/2018	112
3.	Lecture with PPT on "Self Defence and Laws about Women's Self Defence" Resource	07/09/2018	95
4.	Workshop on "Domestic Violence and Laws regarding Women" in collaboration with Karad Police Station	01/10/2018	21
5.	Women's Day	08/03/2019	250
6.	Awareness and Responsibilities of College Girls	26/11/2018	100
7.	Women Security Day and Constitution Day	26/11/2018	100
8.	"Creating Awareness on Harmonal Disturbances, Obesity and Prevention by Exercise and Essential Diet"	08/01/2019	127
9.	Wall Paper Competition on 'Save Girl Child'	20/01/2019	20

2. Environmental Consciousness and Sustainability Energy initiatives:

- Total Lighting requirements 5538 KWh, Percentage of annual power requirement of the Institution met by the renewable energy sources Response: 67.92 of this Percentage Lighting through LED bulbs 14 percentage.
- The college does annual Energy and Green Audit by an authorized agency.

3. Provision of Disabled -Friendly, Barrier Free Environment

- Ramp/Rails
- Rest Rooms
- Scribes for examination
- Special skill development for differently abled students

4. Activities conducted for promotion of universal Values and Ethics:50

5. Initiatives for Inclusive Environment and Constitutional Obligations:

One aspect of the vision and mission of the college that categorically emphasizes empowering our students as a national asset through integrating values emphasizes the idea of all inclusive environment in the college campus in particular and in the society in general.

Following initiatives are taken for Inclusive Environment and Constitutional Obligations:

1. Plastic Free Campus
2. Vermi compost
3. Use of Cotton and Paper bags
4. Sanitary Napkin Vending Machine and Incinerator
5. Awareness Programme about environment conservation
6. Workshop on preparation of paper bags and cotton bags
7. Rain water harvesting
8. Plantation of Neem trees for carbon neutralization
9. The NSS unit of the college plays a vital role in promoting inclusive environment for cultural, socio-economic and regional diversities among students.

6. Best Practices Implemented During the Year:

- Alumni Association
- Mentorship Programme

Shikshan Mandal Karad's
MAHILA MAHAVIDYALAYA, KARAD

Year: 2018-19

Follow up on the Recommendations of the AAA Committee by IQAC:

Sr. No	Recommendations	Follow up
1.	Students placements need to be increased	Placement cell development explored
2.	Provide more computers and internet facilities in library.	5 computers provided in the library
3.	The participation in sports should be increased.	The dept. planned to increase participation in various sports events and organization of sports meet
4.	Student mentoring system is in process.	The mentors meet the mentees regularly and monitor their progress
5.	The participation in Cultural Activity should be increased	The Cultural department will work on increasing the participation in various cultural activities