YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	DAPOLI EDUCATION SOCIETY'S DAPOLI URBAN BANK SENIOR SCIENCE COLLEGE, DAPOLI
• Name of the Head of the institution	Sandesh Pandurang Jagdale
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02358283256
• Mobile no	9422444134
• Registered e-mail	dubssc@gmail.com
• Alternate e-mail	spjagdale@gmail.com
• Address	Uday Nagar Road, Jalgoan, PostTal- Dapoli Dist-Ratnagiri
• City/Town	Dapoli
• State/UT	Maharashtra
• Pin Code	415712
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Raghunath Laxman Ghalme**
• Phone No.	**9421143701**
• Alternate phone No.	**02358283256**
• Mobile	**9421143701**
• IQAC e-mail address	**dubiqac@gmail.com**
• Alternate Email address	**dubssc@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://dubsscdapoli.in/wp-content/uploads/2022/08/AQAR-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://dubsscdapoli.in/wp-content/uploads/2022/12/Academic-calender-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**73**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**B**	**2.71**	**2012**	**21/04/2012**	**20/04/2017**
Cycle 3	**B++**	**3.00**	**2019**	**28/03/2019**	**27/03/2024**

6.Date of Establishment of IQAC | **01/11/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nanda Bhupal Jagtap(Zoology)	**Minor Research Project**	**University of Mumbai**	**2021 / 1 year**	**35000**

Dr. Raghunath Laxman Ghalme(Botany)	Minor Research Project	University of Mumbai	2021 / 1 year	35000
Kailas Vianyak Gandhi(Chemistry))	Minor Research Project	University of Mumbai	2021 / 1 year	15000
Ganga Shivaji Gore (Chemistry)	Minor Research Project	University of Mumbai	2021 / 1 year	35000
Dr. Vikram Pralhad Masal(Botany)	Minor Research Project	University of Mumbai	2021 / 1 year	30000
Dr. Bapu A.Yamgar(Chemistry)	Minor Research Project	University of Mumbai	2021 / 1 year	50000
Santosh S. Marathe(Chemistry)	Minor Research Project	University of Mumbai	2021 / 1 year	30000
Digambar Dinkar Kulkarni(Physics)	Minor Research Project	University of Mumbai	2021 / 1 year	70000
Dr. Ghanshyam Bhikaji Sathe(Chemistry)	Minor Research Project	University of Mumbai	2021 / 1 year	20000
Manoj Lad(Chemistry)	Minor Research Project	University of Mumbai	2021 / 1 year	30000
Keertee Purcure (Library)	Minor Research Project	University of Mumbai	2021 / 1 year	35000

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	[View File](#)	

9.No. of IQAC meetings held during the year	2	
• 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)

? Organized One day online workshop on revised syllabus of M.Sc part-I in association with B.O.S in subject Botany, University of Mumbai on 7th August 2021

? Organized One Day Workshop on Scheduling and Conducting Webinar and Related Activities on 27th August 2021

? Organized Two days Online National Conference on, 'Recent trends in Life Science, Energy and Environment' on 23rd and 24th September 2021

? Organized Webinar on Research Methodology on 07th January 2022

? Organized Workshop on New pedagogies in Teaching Learning process on 12th February 2022.

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 enhance infrastructure and learning resources	Enhanced learning resources in some extend
Development of Language Lab.	Development of Language Lab is in progress
To start new skill based certificate and professional courses	Started 7 new skill based certificate and professional courses
To organize National conference, webinars and workshops on different subjects	Organized 2 days Online National Conference, Organized One day workshop on Revised syllabus of M.Sc -Part I in association with BOS in subject Botany of University of Mumbai., Also organized many State / National Webinars and Workshops on different subjects throughout academic year.
Preparation and uploading of AQAR 2021-22	Prepared and uploading of AQAR 2021-22 is in process.
To increase the research activities	Increased research activities as- 11 Minor Research Projects completed by teaching Faculty, 9 students are registered for Ph. D. and doing research on different topics.
To increase the number of plants of critically endangered plant- Frerea indica	Increased number of Frerea indica plant by stem cutting and also some plants are distributed to some colleges for its conservation.
To conduct AAA , green and energy audits.	Conducted energy audit of college

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	17/06/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	30/12/2022

15.Multidisciplinary / interdisciplinary

In order to develop the all-round capacities of the students – intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the college is preparing to include multidisciplinary subjects as per the National Educational Policy 2020. Keeping in view the problems faced by the students, the college is planning to set up short term and vocational courses. The aim is to make the students equipped, so that they don't need to rely on Government jobs but instead pave a way towards self-employment. As the College is preparing itself to have more of multi-disciplinary subjects it tries to identify the programme learning outcomes along with courses and unit learning outcomes. Learning outcomes define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its goal. Institution is planned to design interdisciplinary research projects considering local issues.

16.Academic bank of credits (ABC):

Regarding the implementation of Academic Bank of Credits, all students of the institute now have ABC Id Numbers. The pedagogical approach of the institution is student's centric where the faculties' pedagogical approaches are constructivist, inquiry-based, reflective, collaborative and integrative. Summative and Formative assessments and assignments are used to evaluate the Students learning outcome.

17.Skill development:

The vision of the college is promoting Value-Based Quality Education; hence the college takes efforts to inculcate positivity among the learners. The college also celebrates National festivals like Independence Day and Republic Day. Observing various programmes like World Aids Day, Environment Day, observing the Death and Birth Anniversary of our National leaders which help in imbibing the good qualities of the students. Mentoring students is also one of the practices of the institution, to enable students to explore future

employment pathways after UG and PG to help them to get the most of their studies. Every year institution is offering different skill based courses to the students.

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

As college have only science and commerce stream all subjects are taught by teachers by using bilingual or even trilingual mode mainly Marathi, Hindi and English. Preservation and promoting of languages are one of the targets of the College in future. Institution has planned to start language lab.

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

The College also tries to understand that a pursuit of knowledge is a life-long activity and to acquire positive attitude and other qualities which will lead students to a successful life. To interpret, analyse, evaluate and develop responsibility and effective citizenship is one of the programme outcomes of the students.

20.Distance education/online education:

The College is also preparing itself to offer vocational courses through ODL (Open Distance Learning) mode in due course of time. Keeping in view the convenience of the student, the various technological tools used by the faculties especially during the pandemic lockdown are Google Classroom, Zoom, Google, using videos as teaching and learning aids, Group collaboration and interaction and assignment and revision as well as the assessments have been conducted are some of the institutional efforts towards blended learning.

Extended Profile

1.Programme

1.1   **12**

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

File Description	Documents
Data Template	View File

2.Student

2.1   **787**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **267**

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

File Description	Documents
Data Template	View File

2.3   **286**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **40**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **45**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**12**

File Description	Documents
Data Template	<u>View File</u>

2.Student

2.1 Number of students during the year	**787**

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**267**

File Description	Documents
Data Template	<u>View File</u>

2.3 Number of outgoing/ final year students during the year	**286**

File Description	Documents
Data Template	<u>View File</u>

3.Academic

3.1 Number of full time teachers during the year	**40**

File Description	Documents
Data Template	<u>View File</u>

3.2 Number of sanctioned posts during the year	45

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	19
4.2 Total expenditure excluding salary during the year (INR in lakhs)	48.15
4.3 Total number of computers on campus for academic purposes	75

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Board of Studies (BOS) of the affiliating university designs the syllabi. University uploads the revised syllabi on the University Website. Workshops on the revised syllabi were conducted by university.

Faculty of college updates the library contents from time to time in accordance with change in syllabus. College prepares an academic calendar and the time table. Syllabi are assigned to the concerned faculty prior to the commencement of the semester. Faculty prepares his/her month wise teaching plans according to prescribed syllabus. Every faculty maintains teacher's diary. Day-to-day functioning of each department is monitored by respective Heads of Departments. Vice principal and the Principal monitor and review the overall functioning. The heads of departments ensure effective implementation of curriculum. The Principal supervises it and if necessary, gives instructions for improvement.

For effective implementation of the curriculum, supportive curricular activities like seminars, guest lectures, project work, group discussion, home assignments, industrial tours, study tours, workshops, etc. are conducted. The students of Life Sciences visit various places of botanical and zoological interest to understand flora, fauna and their application in agricultural industries. These activities help in effective operationalization of curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://dubsscdapoli.in/wp-content/uploads/2022/12/Academic-calender-2021-22.pdf

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

Institute-level academic calendar is prepared at the beginning of academic year parallel with the University's calendar. Later on, subsequently every department prepares its own academic plan. The academic calendar comprises guest lectures, workshops, study tours, co-curricular, extra-curricular activities and CIE which includes unit tests, assignments, quizzes, and seminars.

The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstance. Institute calendar of events includes details like lecture and practical schedule, examinations, events and activities. Total number of working days and holidays etc are planned as per the calendar ensuring complete adherence.

The calendar is uploaded on college website, displayed on notice boards and is communicated to students through notices. It is updated and revised with respect to any changes suggested by the university.

Every teacher conducts regular class tests consisting of Multiple Choice Questions on the related unit for practice and revision with the help of Google forms. Apart from regular examinations one lecture per week is reserved for unit test in time table of each department.

The Principal, through the academic committee meetings, frequently

reviews the semester's progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://dubsscdapoli.in/wp-content/uploads/2022/12/Academic-calender-2021-22.pdf

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   **A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

12

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

8

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template)	<u>View File</u>

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

205

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Environment and Sustainability-College has started P.G. course in Environmental Science and also environmental Studies is an integral part of curriculum of commerce and science to create awareness on environmental issues and to build up moral and ethical values among the student's community.

NSS and nature club activities create environmental awareness among the students.

Human Values and Professional Ethics- Issues related to Human Rights are included in the syllabi of Foundation Course, Commerce etc. Behavior of the faculty and staff within the campus sets an example for moral and ethical values for students. Student discipline in campus, support sustainable and ethical values,

physical and mental healthiness and maturity in shouldering social responsibilities reflects the inculcation of moral and ethical values. College conducts various programmes on Human Rights to provide awareness among the students like Swachha Bharat, Health Awareness Programmes, etc.

Gender-

To search problems and gender related issues, gender audit is done. Curriculum of Foundation course includes topics related to gender sensibility and equality. WDC, DLLE, NSS includes programmes and activities related to gender sensitization and equity.

In addition to curriculum, college started certificate courses on Ecology and Environment, Human Values, Professional ethics and Gender equity.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

11

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<u>View File</u>
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	<u>View File</u>

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

724

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

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	<u>https://dubsscdapoli.in/feedback-on-curriculum-from-stakeholders/</u>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View File</u>
Any additional information	**No File Uploaded**

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	View File
URL for feedback report	https://dubsscdapoli.in/feedback-on-curriculum-from-stakeholders/

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

286

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

116

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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

Slow and advanced learners are identified through:

- **Performance in previous qualifying examination**
- **Personal interaction of teacher guardian with the students**
- **The performance in CIE unit tests, oral questions at the time of lectures and practical.**
- **Personal interaction by the faculty**

Strategies adopted for slow learners:

- **Special attention has given to these students by teachers.**
- **Organized of bridge course to fill the knowledge gap between last class and present class.**
- **Remedial coaching was conducted at the end of syllabus.**
- **Innovative videos of practical demonstration have been presented.**
- **Question bank and previous examination question paper sets are provided.**

Strategies adopted for advanced learners:

- **Additional intellectual inputs by the concerned teachers.**
- **The additional study materials related to particular subject is provided by teachers**
- **Additional library books are provided by library.**
- **To improve the performance in the Examination special attention is given.**
- **Question bank and question paper sets of previous Examination are provided.**

File Description	Documents
Paste link for additional information	https://dubsscdapoli.in/academics/bridge-remedial-coaching/
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
787	**40**

File Description	Documents
Any additional information	View File

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

In this unprecedented pandemic situation of Covid-19, it is required to move from traditional classroom chalk and board method to advance e - learning platforms. Hence it is a challenging task to make this learning methodologies student centric, experiential and participative and as well as with problem solving approach. In order to remove any hurdles from students end for this new virtual classroom learning methodologies and to develop conducive environment for learning process following attempts were made during the year

1. For making the learning method student centric, online lectures are conducted by keeping eye on availability of devices and connectivity at students end.Hence recorded lectures were kept available for students
2. Online Informative lectures by experts from reputed institution are arranged for students
3. The online unit tests, tutorials and problem-solving sessions were arranged.
4. Laboratory research projects, practical and short excursion were organised during offline college tenure.
5. Encouraging students to establish rare and endemic medicinal plant and butterfly garden at their home.
6. The organization of online co-curricular, extra-curricular and extension activities
7. The college participated in the Avishkar Student Research convention - State level activity organized by office of Chancellor every year.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT has been successfully overcome the pandemic situations by the way of online classes and make sure that students will not get any kind of disturbances in the study. Due to knowledge of ICT tools, teachers are well acquainted to the e-learning process and

everyone has adapted to new mode of teaching learning process. The traditional methods of teaching, like lecture method and interactive method, are still popular, but the institution has adopted and encouraged the use of new and innovative methods such as:

Audio-visual methods- Since 19 classrooms and the seminar hall are ICT enabled. The teachers are prepared presentations, collected films and audio-video clips based on topics in the syllabus. All the teachers have used LCDs as effective teaching-learning tool during offline college working days and Google meet platform during online working days.

Online conduct of internal evaluation:-As a part of CIE online conduct of unit test is newly introduced practice from this academic year.

Webinar and E-workshop: - Teachers are encouraged to arrange and participate in online seminars and conferences.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

07

File Description	Documents
Any additional information	View File
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)	View File

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

345

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 examination system is implemented as per the guidelines of the affiliating university. Complete transparency is maintained in university, college examinations as well as in internal evaluation. Our college is following a practice of continuous internal evaluation formal and informal manner.

Informal way of CIA: Students are evaluated continuously by asking questions during online as well as offline teaching sessions, practical sessions. Students are evaluated through informal interaction by teachers and guardians

Mechanism of Formal Internal Assessment:

- **In subject Foundation Course there is mandatory project based internal evaluation prescribed by the university.**
- **Topic of the project is communicated to students at the beginning of the semester.**
- **Project reports are collected either hard bound format or in pdf format and evaluated**
- **In addition for each subject there is online unit test after completion of every unit of curriculum.**
- **The schedule of internal examination is prepared by individual department adhering to the academic Calendar of College.**
- **It is communicated to students 5 days before the conduct of test.**
- **Immediately after submission of test, students can able to collect his or her marks obtained, Correct answers of wrongly answered question.**

The methodology adopted for internal evaluation in transparent time bound and robust

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Two Level hierarchical structured mechanisms have been developed

to redress the grievances related to internal examination. This is transparent, time- bound and efficient mechanism of grievance redressal.

Level 1:

For any grievance related to CIA student can approach to concern Head of Department of concern subject and communicate his or her grievance related to internal assessment. Where Head of Concern department tries to redress the grievance or forward the same with his remarks to Grievance Redressal Committee of the College.

If student is not satisfied with redressal of his grievances at this level can approach to Grievance Redressal Committee of the College.

Level 2:

The college has grievance redressal cell constituted as per sections 56 read with sub sections (2) b of Maharashtra Public Universities Act 2016. This cell resolves the grievances of students related to all kind of examinations, study and allied matters if any. Un- resolved grievances at level 1 are resolved at this level

We are proudly stating here that there are no any grievances related to CIA recorded at any level of redressal system during the year 2021-22.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Mechanism of communication:

Program outcomes, program specific outcomes and Course outcomes for some programs offered by the institution are prepared by Board of Studies of University. During the workshop on revised syllabus, the same are discussed by teachers and are given in the syllabus

copy. The syllabus is published on website of University, which is accessible to all the students and teachers. The same is placed on college website for students, parents and teachers.

In case of some subjects offered by institution, Program outcomes, program specific outcomes and course outcomes are prepared by the concerned department and published on college website.

The Program outcomes of the programmes offered by institution are given in the college prospectus. In the beginning of every semester, course outcomes are discussed in the class.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are as mentioned below:

Method of assessment of POs / PSOs:

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods include internal and external evaluations or observations of student's knowledge or skills against measurable course outcomes. Throughout the semester the faculty records the performance of each student on each course outcome. Average attainment in direct method = University Examination (>95%)

Indirect assessment strategy is implemented by conducting Alumni Survey.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

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

290

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://dubsscdapoli.in/wp-content/uploads/2022/12/Examination-Annual-Report-2021-22.pdf

2.7 - Student Satisfaction Survey

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)

https://dubsscdapoli.in/wp-content/uploads/2022/12/SSS-2021-22-Summary-of-Analysis.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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)

3.85

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

03

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://mu.ac.in/wp-content/uploads/2020/03/apd762201920.pdf

3.2 - Innovation Ecosystem

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

The institute provides eco-friendly environment for research and technology innovations.

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity of students and teachers in academic, research and innovative activities

- Proper communication with different the industry to understand functional challenges through applied research or student projects.
- Faculty members are motivated to participate in Conferences, Seminars and Research conventions conducted by various colleges and University.
- To provide support in documentation, publication and patenting of innovations
- Arranging Expert lectures by Industry Oriented personals for students.
- Seminar and workshops are organized by the college for the students to give them an idea to develop skill.
- To facilitate and provide the tools for technology development and implementation in the labs.
- Field and site visits of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

04

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

09

File Description	Documents
URL to the research page on HEI website	https://dubsscdapoli.in/activities/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

32

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

27

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

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

The college organizes a number of extension activities to promote institute-neighbourhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively N.S.S., DLLE Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS organizes a several activities were carried out by NSS volunteers addressing social issues which include, tree plantation, water conservation through construction of Bandhara, road construction, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check-up camp, etc. Various departments of the college are also conscious about its responsibilities for guiding and promoting students into responsible citizens of the country by making students aware of social issues through various programmes like Personal Health and Hygiene, Diet awareness, No vehicle day, Voter's awareness, Blood group detection, etc. All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self-confidence of students. It also helped in cultivating hidden personality of students and created awareness among students. It also includes social skills communication skills, management skills, leadership skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	<u>View File</u>
e-copy of the award letters	**No File Uploaded**

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

20

File Description	Documents
Reports of the event organized	<u>View File</u>
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<u>View File</u>

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

793

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

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

03

File Description	Documents
e-copies of related Document	<u>View File</u>
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	<u>View File</u>

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

44

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

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.

The institution has adequate facilities for teaching and learning as per the minimum specified requirements by statutory bodies like classrooms, seminar hall, laboratories, computing equipment,

instruments, apparatus and ICT facilities.

All the laboratories including IT facilities are well equipped, spacious and well designed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

The institution has adequate facilities for sports, games and cultural activities. As the college is in two shifts, play grounds, indoor sports facility is available from 7.30 am onwards; gymnasium is available from early morning for all stake holders. For cultural activities class rooms are made available according to requirement for practice after college academic schedule. Kokane auditorium of Dapoli Education Society is available for cultural as well as Yoga training activities of college. This auditorium is having 700 seating capacity with 7050.00 sq. ft. area.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dubsscdapoli.in/facilities/gymkhana/

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

19

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dubsscdapoli.in/it-infrastructure-tagged-photos/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

0.1035

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

• **Name of ILMS software : Koha**

• **Nature of automation (fully or partially) : Partially**

• **Version : 3. 14**

• **Year of Automation : 2012**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

01.66

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

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

26

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Wi-Fi and Internet updating

AY –2012 to AY 2019

Internet has consistently upgraded its IT facilities during NAAC 3rd Cycle. During NAAC 3rd cycle institution campus became Wi-Fi enabled. Students and teachers were given unlimited free access. Dedicated computer units were kept for students in library.

Academic Year 2019-20

Institution has purchased more number of Wi-Fi routers and installed at various location which enables smooth and fast browsing. Also Institution has purchased more computer units and installed as per needs.

Academic Year 2020-22

Institution has purchased 1 more high speed broad bandinternet with speed 300 Mbps from Private provider (Hathway). Also Institution has received seven computer units and one projector from philanthropic organisations which were installed as per needs.

Currently institution has 3 internet connections

1. Broadband connection dedicated to administrative office.

2.300MBPS connection for institution distributed via LAN and Wi-Fi routers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)

09.50398

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Following procedures have been adopted by institution for maintenance and utilization of college campus.

1. Library- Librarian is the responsible person for the all activities in the library like purchase, book lending, stock keeping and maintenance of library infrastructure.

2. Sports Gymnasium Facilities: Head of Sports Committee is the responsible person for utilization and the maintenance of all infrastructure equipment.

3. Computers and ICT Facilities: Head of Computer Science Department is the responsible person for all electronic equipment's and networking in the college campus. 4. Cultural/DLLE/NSS activities- Heads of the cultural/DLLE/NSS activity is responsible person for utilization and maintenance of all properties.

5. Classroom, Seminar Hall, meeting Room: Common Infrastructural Units like class rooms, seminar hall, meeting room etc. are in a possession of college office.

6. Laboratories and staff room Laboratory Assistant is responsible person for maintenance and utilization of laboratory equipments, apparatus and infrastructure.

7. Canteen facility infrastructure is kept in a possession of canteen contractor.

8. Girls Hostel Girl's hostel infrastructure is in a possession of rector, Hostel warden and hostel superintendent.

9. Two peons are appointed to take care of various gardens and plants in college campus.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

208

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

46

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://dubsscdapoli.in/capacity-building-and-skills-enhancement-initiatives-2/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

714

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

714

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

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

42

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

58

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

• **Institution is having an active student council.**

• **Every year students are informed through a notice regarding the**

formation of Students' Council under Section 40(2) (b) of the Maharashtra Universities Act, 1994. The notification is issued with the signature of the Principal declaring the names of the students nominated on Students' Council at College Level.

· In the meeting, chaired by institutional head, the "secretary" is elected under section 40 (3) at college level and is then nominated on University Students' Council.

· The activities include-

o Student council members are involved in the preparation of the college academic calendar, Time table, departmental timetable, Planning and implementation of various NSS regular activities and special residential camping programmes, Conduct of various activities of DLLE.

o Planning for discipline in college premises and in girl's hostel.

o Organization of programmes of WDC in the campus. Entire planning and management of annual youth festival and its execution in well-disciplined manner..Planning and organization of sport activities. Maintenance of the College Gymnasium. Maintenance of the disciplines in the college premises. Preparation and Celebration of days of national importance as well as death and birth anniversaries of national leaders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

226

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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)	View File

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 institution has formal registered Alumni association named, 'Dapoli Urban Bank Senior Science College Mazi Vidyarthi Sangh,' Dapoli. The Registration No. is Ratnagiri/0000001/2019. It is an administrative committee of fifteen members.**

It is registered with following objectives-

- **To unite all ex-students of the Dapoli Urban Bank Senior Science college, Dapoli**
- **To provide financial assistance to the institution to conduct cultural, sports and social activities.**
- **To organize welfare activities for existing students of the institution.**
- **To plan and organize get together of alumni.**
- **To provide assistance for the programmes organized by the government. Alumni contribute significantly to the development of the institution through financial and non-financial means.**
- **Some of the alumni are members of the IQAC and CDC of the college and they make their valuable contributions to overall progress of the institution.**
- **To offer financial support to the development of the institution, the Alumni Association has joint bank account in Bank of Maharashtra, at Dapoli Branch. The bank account No, is 60295325672 (IFSC code: MAHB0001618). This is operated by the signatures of two persons.**

In the academic year 2021-2022, alumni have contributed Rs 1, 00000/-to the development of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	View File

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

Vision: -

- **To provide quality higher education, the prime element of regional and national development and to embed moral & ethical virtues in order to develop the students to prove themselves globally.**

Mission Statements: -

1. **To equip and empower students with relevant knowledge, competence and creativity to face global challenges.**
2. **To endow the students through participation in curricular, co-curricular, extracurricular and extension activities.**
3. **To inculcate values based on real life education.**

The College is located in educationally backward rural area and is marching ahead with mission statements that are in line with intellectual potential and educational needs of this region. Visionary leadership catering the diverse needs of the students with perspective plans.

In the College, Curricular and Extra Curricular Committees have been established for smooth functioning planning and execution. The various Academic and Administrative policies and reforms planned are executed as per the vision and mission statements.

The disseminative and participative governance of college from top managing level to bottom executive level have created work culture in the institute. All decision-making bodies such as CDC, IQAC etc. have teacher representatives; the governing council of management is represented by the Principal as an academic person.

File Description	Documents
Paste link for additional information	https://dubsscdapoli.in/college/about-college/
Upload any additional information	No File Uploaded

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

The Institute practices decentralization and participative style of Management seeking active participation of all the stake holders in the planning and execution of it. The College has a well-planned, hierarchic organizational structure, with the functions and powers of functionaries clearly spelt out and accepted. Almost all the activities are carried out by Administrative and Academic Committees formed among the faculty wherein other stakeholders like students' parents and alumni are also involved. Decentralization ensures wider deliberations on the issues and maximizes acceptance. The participative decision-making ensures total participation of all concerned.

The hierarchical structure of Disseminative but Participative Governance in the institute is as follows.

File Description	Documents
Paste link for additional information	https://dubsscdapoli.in/college/administration/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective plan for five years (2019 to 2024) is initially prepared after considering the suggestions and aspirations of all the stakeholders like students, teachers, management, parents and alumni in the Academics, Infrastructure, Research, Co and Extra-Curricular Activities, Extension Activities, welfare scheme and Collaborations. This draft initially, discussed in IQAC. and in C.D.C. for suggestions. The final approval of draft, recommended along with assignment of executing person or committee to the Governing Body. All kind of support is extended by parent body i.e. Dapoli Education Society. Action on Perspective plan and its proper execution at various levels is executed in each of the meetings of IQAC and CDC.

Two days National Conference on Recent Trends in Life science, Energy and Environment was organized on 24th & 25th September 2021 to provide a platform for dissemination of scientific research among eminent scientists, academicians and young researcher in the field of life science and environment.

IQAC and Life Science departments jointly organized conference on 24th, 25th September 2021 in online mode. Total 57 research papers were presented by researchers. Including Keynote address 8 sessions were delivered by eminent speakers as per schedule of conference.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	<u>https://dubsscdapoli.in/6-2-1-strategic-plan-and-deployment-documents-2020-21/</u>
Upload any additional information	<u>View File</u>

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.

Hierarchy of Management:

Governing Body of Dapoli Education Society:

The Governing Body of the Dapoli Education Society controls finance and approves schemes of developments in the college.

College Development Committee (CDC):

The CDC is the policy making and executive body which monitors the entire academic and administrative functioning of the college.

Second Level Management:

IQAC:

IQAC includes representation of all the stakeholders. The perspective plan, quality policies about academics, co and extracurricular activities and research have been finalized in IQAC and are translated to lower management level.

Principal:

The Principal is the regulating and controlling authority of the institution. The administrative and operating decisions are taken by the Principal.

Vice Principal:

Vice Principal monitor all the academic and administrative responsibilities regularly and in absence of principal.

Third Level Management:

Heads of Departments:

The HODs occupy an important position in general governance and execution of academic administration.

Criterion Coordinators:

The Criterion coordinator make possible to develop the policy and its deployment through various sub committees of co and extracurricular activities.

Co-Curricular and Extra-Curricular Activity Committees:

These committees design and carry out various activities in accordance with the policy of criterion committee and with goals of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://dubsscdapoli.in/college/administration/
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching staff:

- **A 'Credit co-operative society' for teaching staff is operative in the A. G. High School to assist the college employees to get financial support in case of emergencies or as and when needed.**
- **Free sports and multigym facilities for all teaching staff.**
- **Periodic organization of Recreation programs for teaching staff and their families.**

Non-Teaching Staff:

- **Easy membership to 'Credit co-operative society operative in the A. G. High School to get financial support in case of emergencies or as and when needed.**

- **Provision of advances from management in case of medical emergency.**
- **Periodic organization of Recreation programs for non-teaching staff and their families.**
- **Free sports and multigym facilities for all teaching staff.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

19

File Description	Documents
Upload any additional information	[View File]()
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File]()

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	View File
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

College has made mandatory practise of Performance Appraisal System for all staff including Principal every academic year.

Appraisal System for Teachers and Librarian:

Every teacher fills up API form of his/ her self-evaluation and claims the API points for their teaching process, responsibilities shouldered in academics and administrative work during the year.

Students evaluate teacher's teaching abilities and performance by filling up individual Feedback forms of questionnaire for each teacher.

Librarian is also evaluated by students for the services extended by the Librarian in respect to library facilities and Activities.

Appraisal System for Non -Teaching Staff:

Appraisal form of individual Laboratory Assistant and Attendant are filled by head of concern department in consultation with teachers of that department and submitted to IQAC. IQAC also collects feedback of students about laboratory staff in general.

Appraisal form of individual office employee is filled by in charge of administrative office and submitted to IQAC.

Appraisal of Principal:

The Principal is evaluated with his administrative abilities and performance by the students by filling up individual 'Feedback' forms for principal.

IQAC verifies the self-claim API and all feedback forms and gives suggestions concern to teacher, Non - teaching staff and librarian.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Internal and external audit of the institution is carried out every year. Mr. Sunil Vaidya and Associates, a Chartered accountant firm is appointed for internal auditing. Assessment of

grant component is carried out by Joint Director, higher education Konkan region, Panvel.

Internal audit is carried out yearly. At the end of every financial year, balance sheet, income expenditure statement, assets and liabilities statements are prepared and are audited by Auditors.

Utmost care is taken during finance mobilisation and its utilisation so that, no any audit point should be raised; although if some objection is found by auditor it is corrected with the help of internal auditor as per his advice.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

10.7

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Institute and Dapoli Education Society jointly carry out efforts to mobilize the resources to run the institute progressively in long run. As per the perspective plan, budget for each activity is finalized and for the same resources are identified and mobilized. Resources required are of two types one is permanent and continuous; second one is incidental for specific reason. Institute and Management jointly appeal to alumni to donate

generously funds for infrastructural reforms required in the college and the result of it is positive and fund is generated at management office.

List of Resources

- Grant in aid
- Fee from self-finance courses
- Fee from grant in aid courses
- Donations from philanthropic persons
- Financial assistance from alumni
- Grant received from UGC under different schemes
- Grant received from state government under different schemes
- Funds from parent organization Dapoli Education Society

Optimum Utilization of Financial Resources:

Received funds from philanthropies are utilized for the purpose for which it is received. Use of fees and grants received are meticulous and their purpose is specific. Each and every receipt is audited against purpose of receipt. If any additional funds are required, they are provided by Dapoli education society to compensate deficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

IQAC always channelizes efforts to overcome weaknesses and strength changes into power by practicing many quality initiatives. Two IQAC initiated practises which are worth to mention are as under -

Restructuring of teacher's Daily Diary:

IQAC made practice of maintaining daily diary by teachers more comprehensive. New Diary is complete document of teacher's performance of the year. It has become authentic document for PBAS

of teachers and its scrutiny for API calculation. It spells all assigned academic and other responsibilities besides, record of lecture and practical conducted by the teacher. Details mentioned by teacher confirmed regularly by H.O.D. and monthly by the Principal.

Outcome:

This practice is happily accepted by every teacher and maintains the diary daily and appreciated by university committee members during CAS interview of teachers of our college.

2. Internal Academic Audit:

To develop Quality environment in the college functioning it isnecessary to check-up the outcome of the developed quality practices and further modification in the same. In this context IQAC decided to have a periodic assessment of college functioning in terms of its academic, research, co curricular as well as extra-curricular activities, extension activities etc. by conducting academic audit of the institute every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Effectiveness and outcome of the teaching learning process is periodically reviewed in the college by the methodology set by IQAC. The factor on which the learning of the student is depends on is considered for student's learning process. IQAC has designed following two methods for reviewing the structure methodology of operation and learning outcomes-

   1. Method to review Student's ability to learn, structure & methodologies of teaching learningprocess:

Marks in qualifying examination and marks in mid-year semester examinations are the indicators of the student's ability of learning. From these, slow and advanced learners are identified

and remedial lectures are arranged to cope up them with average students and advance learners are provided with more learning materials and informal extra coaching. Teaching structure and methodology of individual teacher reviewed through student's feedback form.

1. Method to review psychology and mental condition of student due to socio economic background, environment for learning at home.

For the same teacher guardian system has been established by IQAC. Each teacher is assigned a group of students and teacher plays a fatherly role and takes care of each individual problem arising due to different situations.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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	https://dubsscdapoli.in/reports-for-6-5-3-academic-year-2021-22/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 and Security: - College and Hostel Campus are well-demarcated, closed with boundary fencing, well protected and monitored by security guards and CCTV Cameras at strategic locations. Internal corridors are well-lit. Helpline numbers for reporting sexual harassment are displayed on notice boards. Separate secured hostel exist for girls with full-time Wardens. Contact details of Anti-Ragging Committee are displayed at appropriate locations.
- Separate spaceprovided for girls incentral library and college canteen.
- Counseling: - Expert Lectures and workshops on Gender sensitizationand Self-defense training programs conducted regularly. Each student receives personal attention and advice on gender issues through counseling cell.
- The girl's Common Room is equipped with sitting arrangement, sanitary napkin vending machine etc.
- The girl studentsnominated as members of various committees. The institute encourages their participation in co and extra-curricular activities.
- International Women's Dayand International Day of the Girl Childcelebrated. Gender Sensitization and Internal Complaints / Prevention of Sexual Harassment Committees are active.
- Quiz competition on Leading Women of India, Gender Budget Analysis, Padma-awardee Females, seminars and workshop related to gender, Self Defense, Sustainable Menstruation and yoga, Aerobics and Zumba, Interview session – regarding self employment were carried out for the overall development of the girls.

File Description	Documents
Annual gender sensitization action plan	https://dubsscdapoli.in/wp-content/uploads/2022/12/annual-gender-sensitization-plan.pdf
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	https://dubsscdapoli.in/wp-content/uploads/2022/12/7.1.1-gender-equity.pdf

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. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

- **College has designed methods for the management of waste generated in the campus using the basic waste management strategy of 2R's: Reduce and Reuse. The waste generated in the campus includes liquid waste and solid waste- both of biodegradable and non-biodegradable nature and chemical waste.**
- **Solid waste Management**
- **Solid waste can be categorized into three types: biodegradable, non-biodegradable and hazardous waste. Bio-degradable wastes include food wastes, canteen waste, etc. Non-biodegradable wastes include plastic, tins and glass bottles etc.**
- **A vermicomposting unit is in campus in which some biodegradable waste can be converted to fertilizer.**
- **Liquid waste Management**

Liquid waste that is generated in the institute falls into three following categories.

1. **Septic tank effluents**
2. **Waste water from laboratories using chemicals**

3. Waste water generated from the sanitary facilities is disposed off into septic tanks located at different places in the campus and their effluents combined with canteen waste water is used for gardening, watering trees etc. Waste water generated from the laboratories is in very small quantity.

- **E-waste Management**
- **E-waste or electronic waste is disposed off through vendors.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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).

Along with curriculum, additional communication and soft skills classes are conducted to make the students to communicate in effective manner though they are from different backgrounds.

During national festivals and other events of college, eminent personalities invited to emphasize the importance of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

NSS and DLLE activities of institution inculcate the socioeconomic diversities and progress them towards leading to a tolerant and harmonious living. Cultural committee organizes various competitions to educate students and makes them aware of their social responsibilities. In cultural programs, traditions of various regions are respected.

Students are involved and encouraged to participate in various co-curricular and extracurricular activities to make them mingle with one another and share their opinions and disagreements in a harmonious manner.

Central Library has a facility to issue books from Book Bank to students belonging to SC/ST communities for upliftment of students. B.C. cell and O.B.C. cell conducted various activities for B.C. and O.B.C. students. College has Equal Opportunity Centre for all scholarship holder students for overall development.

Patriotic Initiatives: Republic Day and Independence Day are celebrated by students and staff. The National Anthem is sung at every major function.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

- Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country.
- To inculcate constitutional obligations among the students, foundation course syllabus includes professional ethics and human values and introduction to Constitution of India. Also institute has started certificate courses on gender equity, human values and professional ethics.
- Code of conduct is prepared for students and staff and everyone should obey the conduct rules.
- Orientation programme is conducted for new entrants to spell about the duties and responsibilities.
- Grievance Redressal cell and Women development cell aims at social protection, ensuring tolerance and harmony, reducing vulnerability.
- NSS and DLLE activities of our institution have the affinity for Philanthropic initiatives which include donation of time or resources to government, charities and organizations at local levels to help victims during natural disasters.
- Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution and Debates.
- Webinars are arranged by eminent personalities to deliver lectures on ethics, values, duties and responsibilities and also on environment conservation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://dubsscdapoli.in/wp-content/uploads/2022/12/weblink-for-7.1.9.pdf
Any other relevant information	https://dubsscdapoli.in/wp-content/uploads/2022/12/photo-7.1.9.pdf

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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	**No File Uploaded**

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

To maintain harmony and healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/ International commemorative days are regularly being celebrated by the college. It is an integral part of learning and building a strong cultural belief in students. The College makes efforts in celebrating the national and international days, events and festivals throughout the year. The list of national and international commemorative days, events and festivals is attached

with it.

Celebrated Children's Day as a tribute to India's First Prime Minister, Pandit Jawaharlal Nehru on November 14th every year. Women Development Committee organizes Women's Day on 8th March for the girl students and lady staff members in the college and conducts various events and competitions throughout the year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practices 1- Vidnyan Jagar 2-Environmental Conservation Objectives • Development of scientific temper and environmental consciousness among students and citizens. Organize different competitions related to above subjects for school and college students. • Arrange scientific lectures, slide shows for society and create Pollution free and environmental friendly campus. To publish scientific information bulletin. The Context • College is situated in the educationally backward area. Schools in the vicinity lack laboratory and library facilities. Hence provide them laboratory facilities and information in the field of science. • Prevention is always better than cure. Aligned with this, inculcating the practice of environment conservation. The Practice • Due to Covid-19 pandemic physical gathering was not possible, hence college has published monthly E -info letter .This e publishing is circulated through social media groups. All issues are available on College Website. • Rain water harvesting system, Compost pit, Paperless office etc. Protection, Propagation and conservation of endemic, threatened plants. E-waste and energy audit Evidence of Success:- Positive feedbacks, Cleanliness drive, Tanks and trenches, Conservation of species and Waste management. Problems Encountered:- Collection of article, Human resource. Resources Required:- IT facility, Social media, Financial and Logistic Support.

File Description	Documents
Best practices in the Institutional website	https://dubsscdapoli.in/best-practice-for-year-2021-22/
Any other relevant information	Nil

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

Minority girls to main streaming of education

Minority (Muslim) percentage in Dapoli city and adjoining areas in tehsil is comparably high. But dropout rate of Muslim girl's students after 12th standard is remarkable in Dapoli. Parents of Muslim girls are reluctant to admit them in colleges for higher education. Hence, the college takes special efforts towards admission of girl students from the Muslim community.

Our college environment has inherent safety, unbiased working and academic atmosphere. This particular thing attracts minority girls and parent to our college. Now the percentage of Muslim girls out of total girls in the College is 33.07 College Minority Cell gives special emphasis on these girls. Though these girls are from rural background their performance in academics as well as in extracurricular and co-curricular activities is promising. The secret of this success is remedial teaching and mentoring which help them to get rid of academic stress related problems.

The college consistently addressing the needs of these girls by forming inclusive set of policies to bring them in the mainstream of learning that eventually results into making them comfortable and confident.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Board of Studies (BOS) of the affiliating university designs the syllabi. University uploads the revised syllabi on the University Website. Workshops on the revised syllabi were conducted by university.

Faculty of college updates the library contents from time to time in accordance with change in syllabus. College prepares an academic calendar and the time table. Syllabi are assigned to the concerned faculty prior to the commencement of the semester. Faculty prepares his/her month wise teaching plans according to prescribed syllabus. Every faculty maintains teacher's diary. Day-to-day functioning of each department is monitored by respective Heads of Departments. Vice principal and the Principal monitor and review the overall functioning. The heads of departments ensure effective implementation of curriculum. The Principal supervises it and if necessary, gives instructions for improvement.

For effective implementation of the curriculum, supportive curricular activities like seminars, guest lectures, project work, group discussion, home assignments, industrial tours, study tours, workshops, etc. are conducted. The students of Life Sciences visit various places of botanical and zoological interest to understand flora, fauna and their application in agricultural industries. These activities help in effective operationalization of curriculum.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://dubsscdapoli.in/wp-content/uploads/2022/12/Academic-calender-2021-22.pdf

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

Institute-level academic calendar is prepared at the beginning of academic year parallel with the University's calendar. Later on, subsequently every department prepares its own academic plan. The academic calendar comprises guest lectures, workshops, study tours, co-curricular, extra-curricular activities and CIE which includes unit tests, assignments, quizzes, and seminars.

The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstance. Institute calendar of events includes details like lecture and practical schedule, examinations, events and activities. Total number of working days and holidays etc are planned as per the calendar ensuring complete adherence.

The calendar is uploaded on college website, displayed on notice boards and is communicated to students through notices. It is updated and revised with respect to any changes suggested by the university.

Every teacher conducts regular class tests consisting of Multiple Choice Questions on the related unit for practice and revision with the help of Google forms. Apart from regular examinations one lecture per week is reserved for unit test in time table of each department.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting document	[View File]
Link for Additional information	https://dubsscdapoli.in/wp-content/uploads/2022/12/Academic-calender-2021-22.pdf

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	A. All of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

12

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

8

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

number of students during the year
205

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Environment and Sustainability-College has started P.G. course in Environmental Science and also environmental Studies is an integral part of curriculum of commerce and science to create awareness on environmental issues and to build up moral and ethical values among the student's community.

NSS and nature club activities create environmental awareness among the students.

Human Values and Professional Ethics- Issues related to Human Rights are included in the syllabi of Foundation Course, Commerce etc. Behavior of the faculty and staff within the campus sets an example for moral and ethical values for students. Student discipline in campus, support sustainable and ethical values, physical and mental healthiness and maturity in shouldering social responsibilities reflects the inculcation of moral and ethical values. College conducts various programmes on Human Rights to provide awareness among the students like Swachha Bharat, Health Awareness Programmes, etc.

Gender-

To search problems and gender related issues, gender audit is done. Curriculum of Foundation course includes topics related to gender sensibility and equality. WDC, DLLE, NSS includes programmes and activities related to gender sensitization and equity.

In addition to curriculum, college started certificate courses on Ecology and Environment, Human Values, Professional ethics and Gender equity.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

11

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

724

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the	**A. All of the above**

syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://dubsscdapoli.in/feedback-on-curriculum-from-stakeholders/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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	View File
URL for feedback report	https://dubsscdapoli.in/feedback-on-curriculum-from-stakeholders/

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

286

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

116

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

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

Slow and advanced learners are identified through:

- **Performance in previous qualifying examination**
- **Personal interaction of teacher guardian with the students**
- **The performance in CIE unit tests, oral questions at the time of lectures and practical.**
- **Personal interaction by the faculty**

Strategies adopted for slow learners:

- **Special attention has given to these students by teachers.**
- **Organized of bridge course to fill the knowledge gap between last class and present class.**
- **Remedial coaching was conducted at the end of syllabus.**
- **Innovative videos of practical demonstration have been presented.**
- **Question bank and previous examination question paper sets are provided.**

Strategies adopted for advanced learners:

- **Additional intellectual inputs by the concerned teachers.**
- **The additional study materials related to particular subject is provided by teachers**
- **Additional library books are provided by library.**
- **To improve the performance in the Examination special attention is given.**
- **Question bank and question paper sets of previous Examination are provided.**

File Description	Documents
Paste link for additional information	https://dubsscdapoli.in/academics/bridge-remedial-coaching/
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
787	40

File Description	Documents
Any additional information	View File

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

In this unprecedented pandemic situation of Covid-19, it is required to move from traditional classroom chalk and board method to advance e - learning platforms. Hence it is a challenging task to make this learning methodologies student centric, experiential and participative and as well as with problem solving approach. In order to remove any hurdles from students end for this new virtual classroom learning methodologies and to develop conducive environment for learning process following attempts were made during the year

1. For making the learning method student centric, online lectures are conducted by keeping eye on availability of devices and connectivity at students end.Hence recorded lectures were kept available for students
2. Online Informative lectures by experts from reputed institution are arranged for students
3. The online unit tests, tutorials and problem-solving sessions were arranged.
4. Laboratory research projects, practical and short excursion were organised during offline college tenure.
5. Encouraging students to establish rare and endemic medicinal plant and butterfly garden at their home.
6. The organization of online co-curricular, extra-curricular and extension activities

7. The college participated in the Avishkar Student Research convention - State level activity organized by office of Chancellor every year.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT has been successfully overcome the pandemic situations by the way of online classes and make sure that students will not get any kind of disturbances in the study. Due to knowledge of ICT tools, teachers are well acquainted to the e-learning process and everyone has adapted to new mode of teaching learning process. The traditional methods of teaching, like lecture method and interactive method, are still popular, but the institution has adopted and encouraged the use of new and innovative methods such as:

Audio-visual methods- Since 19 classrooms and the seminar hall are ICT enabled. The teachers are prepared presentations, collected films and audio-video clips based on topics in the syllabus. All the teachers have used LCDs as effective teaching-learning tool during offline college working days and Google meet platform during online working days.

Online conduct of internal evaluation:-As a part of CIE online conduct of unit test is newly introduced practice from this academic year.

Webinar and E-workshop: - Teachers are encouraged to arrange and participate in online seminars and conferences.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

07

File Description	Documents
Any additional information	View File
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)	View File

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

345

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 examination system is implemented as per the guidelines of the affiliating university. Complete transparency is maintained in university, college examinations as well as in internal evaluation. Our college is following a practice of continuous internal evaluation formal and informal manner.

Informal way of CIA: Students are evaluated continuously by asking questions during online as well as offline teaching sessions, practical sessions. Students are evaluated through informal interaction by teachers and guardians

Mechanism of Formal Internal Assessment:

- **In subject Foundation Course there is mandatory project based internal evaluation prescribed by the university.**
- **Topic of the project is communicated to students at the beginning of the semester.**
- **Project reports are collected either hard bound format or**

in pdf format and evaluated

- In addition for each subject there is online unit test after completion of every unit of curriculum.
- The schedule of internal examination is prepared by individual department adhering to the academic Calendar of College.
- It is communicated to students 5 days before the conduct of test.
- Immediately after submission of test, students can able to collect his or her marks obtained, Correct answers of wrongly answered question.

The methodology adopted for internal evaluation in transparent time bound and robust

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Two Level hierarchical structured mechanisms have been developed to redress the grievances related to internal examination. This is transparent, time- bound and efficient mechanism of grievance redressal.

Level 1:

For any grievance related to CIA student can approach to concern Head of Department of concern subject and communicate his or her grievance related to internal assessment. Where Head of Concern department tries to redress the grievance or forward the same with his remarks to Grievance Redressal Committee of the College.

If student is not satisfied with redressal of his grievances at this level can approach to Grievance Redressal Committee of the College.

Level 2:

The college has grievance redressal cell constituted as per sections 56 read with sub sections (2) b of Maharashtra Public

Universities Act 2016. This cell resolves the grievances of students related to all kind of examinations, study and allied matters if any. Un- resolved grievances at level 1 are resolved at this level

We are proudly stating here that there are no any grievances related to CIA recorded at any level of redressal system during the year 2021-22.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Mechanism of communication:

Program outcomes, program specific outcomes and Course outcomes for some programs offered by the institution are prepared by Board of Studies of University. During the workshop on revised syllabus, the same are discussed by teachers and are given in the syllabus copy. The syllabus is published on website of University, which is accessible to all the students and teachers. The same is placed on college website for students, parents and teachers.

In case of some subjects offered by institution, Program outcomes, program specific outcomes and course outcomes are prepared by the concerned department and published on college website.

The Program outcomes of the programmes offered by institution are given in the college prospectus. In the beginning of every semester, course outcomes are discussed in the class.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are as mentioned below:

Method of assessment of POs / PSOs:

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods include internal and external evaluations or observations of student's knowledge or skills against measurable course outcomes. Throughout the semester the faculty records the performance of each student on each course outcome. Average attainment in direct method = University Examination (>95%)

Indirect assessment strategy is implemented by conducting Alumni Survey.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

290

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://dubsscdapoli.in/wp-content/uploads/2022/12/Examination-Annual-Report-2021-22.pdf

2.7 - Student Satisfaction Survey

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)

https://dubsscdapoli.in/wp-content/uploads/2022/12/SSS-2021-22-Summary-of-Analysis.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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)

3.85

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

03

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://mu.ac.in/wp-content/uploads/2020/03/apd762201920.pdf

3.2 - Innovation Ecosystem

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

The institute provides eco-friendly environment for research and technology innovations.

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity of students and teachers in academic, research and innovative activities

- Proper communication with different the industry to understand functional challenges through applied research or student projects.
- Faculty members are motivated to participate in Conferences, Seminars and Research conventions conducted

by various colleges and University.
- To provide support in documentation, publication and patenting of innovations
- Arranging Expert lectures by Industry Oriented personals for students.
- Seminar and workshops are organized by the college for the students to give them an idea to develop skill.
- To facilitate and provide the tools for technology development and implementation in the labs.
- Field and site visits of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

04

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

09

File Description	Documents
URL to the research page on HEI website	https://dubsscdapoli.in/activities/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

32

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

27

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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

The college organizes a number of extension activities to

promote institute-neighbourhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively N.S.S., DLLE Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS organizes a several activities were carried out by NSS volunteers addressing social issues which include, tree plantation, water conservation through construction of Bandhara, road construction, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check-up camp, etc. Various departments of the college are also conscious about its responsibilities for guiding and promoting students into responsible citizens of the country by making students aware of social issues through various programmes like Personal Health and Hygiene, Diet awareness, No vehicle day, Voter's awareness, Blood group detection, etc. All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self-confidence of students. It also helped in cultivating hidden personality of students and created awareness among students. It also includes social skills communication skills, management skills, leadership skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	[View File]()
e-copy of the award letters	**No File Uploaded**

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

20

File Description	Documents
Reports of the event organized	[View File]()
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File]()

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

793

File Description	Documents
Report of the event	[View File]()
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File]()

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

03

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

44

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

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.

The institution has adequate facilities for teaching and learning as per the minimum specified requirements by statutory bodies like classrooms, seminar hall, laboratories, computing

equipment, instruments, apparatus and ICT facilities.

All the laboratories including IT facilities are well equipped, spacious and well designed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

The institution has adequate facilities for sports, games and cultural activities. As the college is in two shifts, play grounds, indoor sports facility is available from 7.30 am onwards; gymnasium is available from early morning for all stake holders. For cultural activities class rooms are made available according to requirement for practice after college academic schedule. Kokane auditorium of Dapoli Education Society is available for cultural as well as Yoga training activities of college. This auditorium is having 700 seating capacity with 7050.00 sq. ft. area.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dubsscdapoli.in/facilities/gymkhana/

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

19

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://dubsscdapoli.in/it-infrastructure-tagged-photos/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File]()

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)

0.1035

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File]()
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File]()

4.2 - Library as a Learning Resource

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

- **Name of ILMS software : Koha**

- **Nature of automation (fully or partially) : Partially**

- **Version : 3. 14**

- **Year of Automation : 2012**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

01.66

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

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

26

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Wi-Fi and Internet updating

AY –2012 to AY 2019

Internet has consistently upgraded its IT facilities during NAAC 3rd Cycle. During NAAC 3rd cycle institution campus became Wi-Fi enabled. Students and teachers were given unlimited free access. Dedicated computer units were kept for students in library.

Academic Year 2019-20

Institution has purchased more number of Wi-Fi routers and installed at various location which enables smooth and fast browsing. Also Institution has purchased more computer units and installed as per needs.

Academic Year 2020-22

Institution has purchased 1 more high speed broad bandinternet with speed 300 Mbps from Private provider (Hathway). Also Institution has received seven computer units and one projector from philanthropic organisations which were installed as per needs.

Currently institution has 3 internet connections

1. Broadband connection dedicated to administrative office.

2.300MBPS connection for institution distributed via LAN and Wi-Fi routers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

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)

09.50398

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Following procedures have been adopted by institution for maintenance and utilization of college campus.

1. Library- Librarian is the responsible person for the all activities in the library like purchase, book lending, stock keeping and maintenance of library infrastructure.

2. Sports Gymnasium Facilities: Head of Sports Committee is the responsible person for utilization and the maintenance of all infrastructure equipment.

3. Computers and ICT Facilities: Head of Computer Science Department is the responsible person for all electronic equipment's and networking in the college campus. 4. Cultural/DLLE/NSS activities- Heads of the cultural/DLLE/NSS activity is responsible person for utilization and maintenance of all properties.

5. Classroom, Seminar Hall, meeting Room: Common Infrastructural Units like class rooms, seminar hall, meeting room etc. are in a possession of college office.

6. Laboratories and staff room Laboratory Assistant is responsible person for maintenance and utilization of laboratory equipments, apparatus and infrastructure.

7. Canteen facility infrastructure is kept in a possession of canteen contractor.

8. Girls Hostel Girl's hostel infrastructure is in a possession of rector, Hostel warden and hostel superintendent.

9. Two peons are appointed to take care of various gardens and plants in college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

208

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File]
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File]

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

46

File Description	Documents
Upload any additional information	[View File]
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File]

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	**A. All of the above**

hygiene) ICT/computing skills

File Description	Documents
Link to Institutional website	https://dubsscdapoli.in/capacity-building-and-skills-enhancement-initiatives-2/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

714

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

714

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

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

42

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

58

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

• **Institution is having an active student council.**

· **Every year students are informed through a notice regarding the formation of Students' Council under Section 40(2) (b) of the Maharashtra Universities Act, 1994. The notification is issued with the signature of the Principal declaring the names of the students nominated on Students' Council at College Level.**

· **In the meeting, chaired by institutional head, the "secretary" is elected under section 40 (3) at college level and is then nominated on University Students' Council.**

· **The activities include-**

o **Student council members are involved in the preparation of the college academic calendar, Time table, departmental timetable, Planning and implementation of various NSS regular activities and special residential camping programmes, Conduct of various activities of DLLE.**

o **Planning for discipline in college premises and in girl's hostel.**

o **Organization of programmes of WDC in the campus. Entire planning and management of annual youth festival and its execution in well-disciplined manner..Planning and organization of sport activities. Maintenance of the College Gymnasium. Maintenance of the disciplines in the college premises. Preparation and Celebration of days of national importance as well as death and birth anniversaries of national leaders.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

226

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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)	View File

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 institution has formal registered Alumni association named, 'Dapoli Urban Bank Senior Science College Mazi Vidyarthi Sangh,' Dapoli. The Registration No. is Ratnagiri/0000001/2019. It is an administrative committee of fifteen members.**

It is registered with following objectives-

- **To unite all ex-students of the Dapoli Urban Bank Senior Science college, Dapoli**
- **To provide financial assistance to the institution to conduct cultural, sports and social activities.**
- **To organize welfare activities for existing students of the institution.**
- **To plan and organize get together of alumni.**
- **To provide assistance for the programmes organized by the government. Alumni contribute significantly to the development of the institution through financial and non-financial means.**
- **Some of the alumni are members of the IQAC and CDC of the college and they make their valuable contributions to overall progress of the institution.**
- **To offer financial support to the development of the institution, the Alumni Association has joint bank account in Bank of Maharashtra, at Dapoli Branch. The bank account No, is 60295325672 (IFSC code: MAHB0001618). This is operated by the signatures of two persons.**

In the academic year 2021-2022, alumni have contributed Rs 1, 00000/-to the development of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	[View File](#)

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

Vision: -

- **To provide quality higher education, the prime element of regional and national development and to embed moral & ethical virtues in order to develop the students to prove themselves globally.**

Mission Statements: -

1. **To equip and empower students with relevant knowledge, competence and creativity to face global challenges.**
2. **To endow the students through participation in curricular, co-curricular, extracurricular and extension activities.**
3. **To inculcate values based on real life education.**

The College is located in educationally backward rural area and is marching ahead with mission statements that are in line with intellectual potential and educational needs of this region. Visionary leadership catering the diverse needs of the students

with perspective plans.

In the College, Curricular and Extra Curricular Committees have been established for smooth functioning planning and execution. The various Academic and Administrative policies and reforms planned are executed as per the vision and mission statements.

The disseminative and participative governance of college from top managing level to bottom executive level have created work culture in the institute. All decision-making bodies such as CDC, IQAC etc. have teacher representatives; the governing council of management is represented by the Principal as an academic person.

File Description	Documents
Paste link for additional information	https://dubsscdapoli.in/college/about-college/
Upload any additional information	**No File Uploaded**

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

The Institute practices decentralization and participative style of Management seeking active participation of all the stake holders in the planning and execution of it. The College has a well-planned, hierarchic organizational structure, with the functions and powers of functionaries clearly spelt out and accepted. Almost all the activities are carried out by Administrative and Academic Committees formed among the faculty wherein other stakeholders like students' parents and alumni are also involved. Decentralization ensures wider deliberations on the issues and maximizes acceptance. The participative decision-making ensures total participation of all concerned.

The hierarchical structure of Disseminative but Participative Governance in the institute is as follows.

File Description	Documents
Paste link for additional information	https://dubsscdapoli.in/college/administration/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective plan for five years (2019 to 2024) is initially prepared after considering the suggestions and aspirations of all the stakeholders like students, teachers, management, parents and alumni in the Academics, Infrastructure, Research, Co and Extra-Curricular Activities, Extension Activities, welfare scheme and Collaborations. This draft initially, discussed in IQAC. and in C.D.C. for suggestions. The final approval of draft, recommended along with assignment of executing person or committee to the Governing Body. All kind of support is extended by parent body i.e. Dapoli Education Society. Action on Perspective plan and its proper execution at various levels is executed in each of the meetings of IQAC and CDC.

Two days National Conference on Recent Trends in Life science, Energy and Environment was organized on 24th & 25th September 2021 to provide a platform for dissemination of scientific research among eminent scientists, academicians and young researcher in the field of life science and environment.

IQAC and Life Science departments jointly organized conference on 24th, 25th September 2021 in online mode. Total 57 research papers were presented by researchers. Including Keynote address 8 sessions were delivered by eminent speakers as per schedule of conference.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://dubsscdapoli.in/6-2-1-strategic-plan-and-deployment-documents-2020-21/
Upload any additional information	View File

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.

Hierarchy of Management:

Governing Body of Dapoli Education Society:

The Governing Body of the Dapoli Education Society controls finance and approves schemes of developments in the college.

College Development Committee (CDC):

The CDC is the policy making and executive body which monitors the entire academic and administrative functioning of the college.

Second Level Management:

IQAC:

IQAC includes representation of all the stakeholders. The perspective plan, quality policies about academics, co and extracurricular activities and research have been finalized in IQAC and are translated to lower management level.

Principal:

The Principal is the regulating and controlling authority of the institution. The administrative and operating decisions are taken by the Principal.

Vice Principal:

Vice Principal monitor all the academic and administrative responsibilities regularly and in absence of principal.

Third Level Management:

Heads of Departments:

The HODs occupy an important position in general governance and execution of academic administration.

Criterion Coordinators:

The Criterion coordinator make possible to develop the policy and its deployment through various sub committees of co and extracurricular activities.

Co-Curricular and Extra-Curricular Activity Committees:

These committees design and carry out various activities in accordance with the policy of criterion committee and with goals of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://dubsscdapoli.in/college/administration/
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching staff:

- **A 'Credit co-operative society' for teaching staff is operative in the A. G. High School to assist the college employees to get financial support in case of emergencies or as and when needed.**
- **Free sports and multigym facilities for all teaching staff.**
- **Periodic organization of Recreation programs for teaching staff and their families.**

Non-Teaching Staff:

- **Easy membership to 'Credit co-operative society operative in the A. G. High School to get financial support in case of emergencies or as and when needed.**
- **Provision of advances from management in case of medical emergency.**
- **Periodic organization of Recreation programs for non-teaching staff and their families.**
- **Free sports and multigym facilities for all teaching staff.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

19

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	View File
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

College has made mandatory practise of Performance Appraisal System for all staff including Principal every academic year.

Appraisal System for Teachers and Librarian:

Every teacher fills up API form of his/ her self-evaluation and claims the API points for their teaching process, responsibilities shouldered in academics and administrative work during the year.

Students evaluate teacher's teaching abilities and performance by filling up individual Feedback forms of questionnaire for each teacher.

Librarian is also evaluated by students for the services extended by the Librarian in respect to library facilities and Activities.

Appraisal System for Non -Teaching Staff:

Appraisal form of individual Laboratory Assistant and Attendant are filled by head of concern department in consultation with teachers of that department and submitted to IQAC. IQAC also collects feedback of students about laboratory staff in general.

Appraisal form of individual office employee is filled by in charge of administrative office and submitted to IQAC.

Appraisal of Principal:

The Principal is evaluated with his administrative abilities and performance by the students by filling up individual 'Feedback' forms for principal.

IQAC verifies the self-claim API and all feedback forms and gives suggestions concern to teacher, Non - teaching staff and librarian.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

Internal and external audit of the institution is carried out every year. Mr. Sunil Vaidya and Associates, a Chartered accountant firm is appointed for internal auditing. Assessment of grant component is carried out by Joint Director, higher education Konkan region, Panvel.

Internal audit is carried out yearly. At the end of every financial year, balance sheet, income expenditure statement, assets and liabilities statements are prepared and are audited by Auditors.

Utmost care is taken during finance mobilisation and its utilisation so that, no any audit point should be raised; although if some objection is found by auditor it is corrected with the help of internal auditor as per his advice.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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)

10.7

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Institute and Dapoli Education Society jointly carry out efforts to mobilize the resources to run the institute progressively in long run. As per the perspective plan, budget for each activity is finalized and for the same resources are identified and mobilized. Resources required are of two types one is permanent and continuous; second one is incidental for specific reason. Institute and Management jointly appeal to alumni to donate generously funds for infrastructural reforms required in the college and the result of it is positive and fund is generated at management office.

List of Resources

- Grant in aid
- Fee from self-finance courses
- Fee from grant in aid courses
- Donations from philanthropic persons
- Financial assistance from alumni
- Grant received from UGC under different schemes
- Grant received from state government under different schemes
- Funds from parent organization Dapoli Education Society

Optimum Utilization of Financial Resources:

Received funds from philanthropies are utilized for the purpose for which it is received. Use of fees and grants received are

meticulous and their purpose is specific. Each and every receipt is audited against purpose of receipt. If any additional funds are required, they are provided by Dapoli education society to compensate deficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

IQAC always channelizes efforts to overcome weaknesses and strength changes into power by practicing many quality initiatives. Two IQAC initiated practises which are worth to mention are as under -

Restructuring of teacher's Daily Diary:

IQAC made practice of maintaining daily diary by teachers more comprehensive. New Diary is complete document of teacher's performance of the year. It has become authentic document for PBAS of teachers and its scrutiny for API calculation. It spells all assigned academic and other responsibilities besides, record of lecture and practical conducted by the teacher. Details mentioned by teacher confirmed regularly by H.O.D. and monthly by the Principal.

Outcome:

This practice is happily accepted by every teacher and maintains the diary daily and appreciated by university committee members during CAS interview of teachers of our college.

2. Internal Academic Audit:

To develop Quality environment in the college functioning it isnecessary to check-up the outcome of the developed quality practices and further modification in the same. In this context IQAC decided to have a periodic assessment of college

functioning in terms of its academic, research, co curricular as well as extra-curricular activities, extension activities etc. by conducting academic audit of the institute every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Effectiveness and outcome of the teaching learning process is periodically reviewed in the college by the methodology set by IQAC. The factor on which the learning of the student is depends on is considered for student's learning process. IQAC has designed following two methods for reviewing the structure methodology of operation and learning outcomes-

1. Method to review Student's ability to learn, structure & methodologies of teaching learningprocess:

Marks in qualifying examination and marks in mid-year semester examinations are the indicators of the student's ability of learning. From these, slow and advanced learners are identified and remedial lectures are arranged to cope up them with average students and advance learners are provided with more learning materials and informal extra coaching. Teaching structure and methodology of individual teacher reviewed through student's feedback form.

1. Method to review psychology and mental condition of student due to socio economic background, environment for learning at home.

For the same teacher guardian system has been established by IQAC. Each teacher is assigned a group of students and teacher plays a fatherly role and takes care of each individual problem arising due to different situations.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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	https://dubsscdapoli.in/reports-for-6-5-3-academic-year-2021-22/
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

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 and Security: - College and Hostel Campus are well-demarcated, closed with boundary fencing, well protected and monitored by security guards and CCTV Cameras at strategic locations. Internal corridors are well-lit. Helpline numbers for reporting sexual harassment are displayed on notice boards. Separate secured hostel exist for girls with full-time Wardens. Contact details of Anti-Ragging Committee are displayed at appropriate locations.**

- **Separate spaceprovided for girls incentral library and college canteen.**
- **Counseling: - Expert Lectures and workshops on Gender sensitizationand Self-defense training programs conducted regularly. Each student receives personal attention and advice on gender issues through counseling cell.**
- **The girl's Common Room is equipped with sitting arrangement, sanitary napkin vending machine etc.**
- **The girl studentsnominated as members of various committees. The institute encourages their participation in co and extra-curricular activities.**
- **International Women's Dayand International Day of the Girl Childcelebrated. Gender Sensitization and Internal Complaints / Prevention of Sexual Harassment Committees are active.**
- **Quiz competition on Leading Women of India, Gender Budget Analysis, Padma-awardee Females, seminars and workshop related to gender, Self Defense, Sustainable Menstruation and yoga, Aerobics and Zumba, Interview session – regarding self employment were carried out for the overall development of the girls.**

File Description	Documents
Annual gender sensitization action plan	https://dubsscdapoli.in/wp-content/uploads/2022/12/annual-gender-sensitization-plan.pdf
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	https://dubsscdapoli.in/wp-content/uploads/2022/12/7.1.1-gender-equity.pdf

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. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

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

- College has designed methods for the management of waste generated in the campus using the basic waste management strategy of 2R's: Reduce and Reuse. The waste generated in the campus includes liquid waste and solid waste- both of biodegradable and non-biodegradable nature and chemical waste.
- Solid waste Management
- Solid waste can be categorized into three types: biodegradable, non-biodegradable and hazardous waste. Bio-degradable wastes include food wastes, canteen waste, etc. Non-biodegradable wastes include plastic, tins and glass bottles etc.
- A vermicomposting unit is in campus in which some biodegradable waste can be converted to fertilizer.
- Liquid waste Management

Liquid waste that is generated in the institute falls into three following categories.

1. Septic tank effluents
2. Waste water from laboratories using chemicals

3. Waste water generated from the sanitary facilities is disposed off into septic tanks located at different places in the campus and their effluents combined with canteen waste water is used for gardening, watering trees etc. Waste water generated from the laboratories is in very small quantity.

- E-waste Management
- E-waste or electronic waste is disposed off through vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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).

Along with curriculum, additional communication and soft skills classes are conducted to make the students to communicate in effective manner though they are from different backgrounds.

During national festivals and other events of college, eminent personalities invited to emphasize the importance of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

NSS and DLLE activities of institution inculcate the socioeconomic diversities and progress them towards leading to a tolerant and harmonious living. Cultural committee organizes various competitions to educate students and makes them aware of their social responsibilities. In cultural programs, traditions of various regions are respected.

Students are involved and encouraged to participate in various co-curricular and extracurricular activities to make them mingle with one another and share their opinions and disagreements in a harmonious manner.

Central Library has a facility to issue books from Book Bank to students belonging to SC/ST communities for upliftment of students. B.C. cell and O.B.C. cell conducted various activities for B.C. and O.B.C. students. College has Equal Opportunity Centre for all scholarship holder students for overall development.

Patriotic Initiatives: Republic Day and Independence Day are celebrated by students and staff. The National Anthem is sung at every major function.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

- **Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country.**
- **To inculcate constitutional obligations among the students, foundation course syllabus includes professional ethics and human values and introduction to Constitution of India. Also institute has started certificate courses on gender equity, human values and professional ethics.**
- **Code of conduct is prepared for students and staff and everyone should obey the conduct rules.**
- **Orientation programme is conducted for new entrants to spell about the duties and responsibilities.**
- **Grievance Redressal cell and Women development cell aims at social protection, ensuring tolerance and harmony, reducing vulnerability.**
- **NSS and DLLE activities of our institution have the affinity for Philanthropic initiatives which include donation of time or resources to government, charities and organizations at local levels to help victims during natural disasters.**
- **Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution and Debates.**
- **Webinars are arranged by eminent personalities to deliver lectures on ethics, values, duties and responsibilities and also on environment conservation.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://dubsscdapoli.in/wp-content/uploads/2022/12/weblink-for-7.1.9.pdf
Any other relevant information	https://dubsscdapoli.in/wp-content/uploads/2022/12/photo-7.1.9.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this	A. All of the above

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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

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

To maintain harmony and healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/ International commemorative days are regularly being celebrated by the college. It is an integral part of learning and building a strong cultural belief in students. The College makes efforts in celebrating the national and international days, events and festivals throughout the year. The list of national and international commemorative days, events and festivals is attached with it.

Celebrated Children's Day as a tribute to India's First Prime Minister, Pandit Jawaharlal Nehru on November 14th every year. Women Development Committee organizes Women's Day on 8th March for the girl students and lady staff members in the college and conducts various events and competitions throughout the year.

22-02-2023 02:32:00

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practices 1- Vidnyan Jagar 2-Environmental Conservation Objectives • Development of scientific temper and environmental consciousness among students and citizens. Organize different competitions related to above subjects for school and college students. • Arrange scientific lectures, slide shows for society and create Pollution free and environmental friendly campus. To publish scientific information bulletin. The Context • College is situated in the educationally backward area. Schools in the vicinity lack laboratory and library facilities. Hence provide them laboratory facilities and information in the field of science. • Prevention is always better than cure. Aligned with this, inculcating the practice of environment conservation. The Practice • Due to Covid-19 pandemic physical gathering was not possible, hence college has published monthly E -info letter .This e publishing is circulated through social media groups. All issues are available on College Website. • Rain water harvesting system, Compost pit, Paperless office etc. Protection, Propagation and conservation of endemic, threatened plants. E-waste and energy audit Evidence of Success:- Positive feedbacks, Cleanliness drive, Tanks and trenches, Conservation of species and Waste management. Problems Encountered:- Collection of article, Human resource. Resources Required:- IT facility, Social media, Financial and Logistic Support.

File Description	Documents
Best practices in the Institutional website	https://dubsscdapoli.in/best-practice-for-year-2021-22/
Any other relevant information	**Nil**

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

Minority girls to main streaming of education

Minority (Muslim) percentage in Dapoli city and adjoining areas in tehsil is comparably high. But dropout rate of Muslim girl's students after 12th standard is remarkable in Dapoli. Parents of Muslim girls are reluctant to admit them in colleges for higher education. Hence, the college takes special efforts towards admission of girl students from the Muslim community.

Our college environment has inherent safety, unbiased working and academic atmosphere. This particular thing attracts minority girls and parent to our college. Now the percentage of Muslim girls out of total girls in the College is 33.07 College Minority Cell gives special emphasis on these girls. Though these girls are from rural background their performance in academics as well as in extracurricular and co-curricular activities is promising. The secret of this success is remedial teaching and mentoring which help them to get rid of academic stress related problems.

The college consistently addressing the needs of these girls by forming inclusive set of policies to bring them in the mainstream of learning that eventually results into making them comfortable and confident.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Organization of DES Inspire camp
- Motivate students to increase participation in research activities.
- To start PG courses in Microbiology and Commerce and also start Bachelore in Management Studies.
- To conduct E waste collection drive
- Organization of workshops/ seminars/ Conferences on different subjects.
- Motivate students to increase participation in sports and cultural activities.
- To organize intercollegiate sports competitions in college.
- Celebration of different days related to Environment.