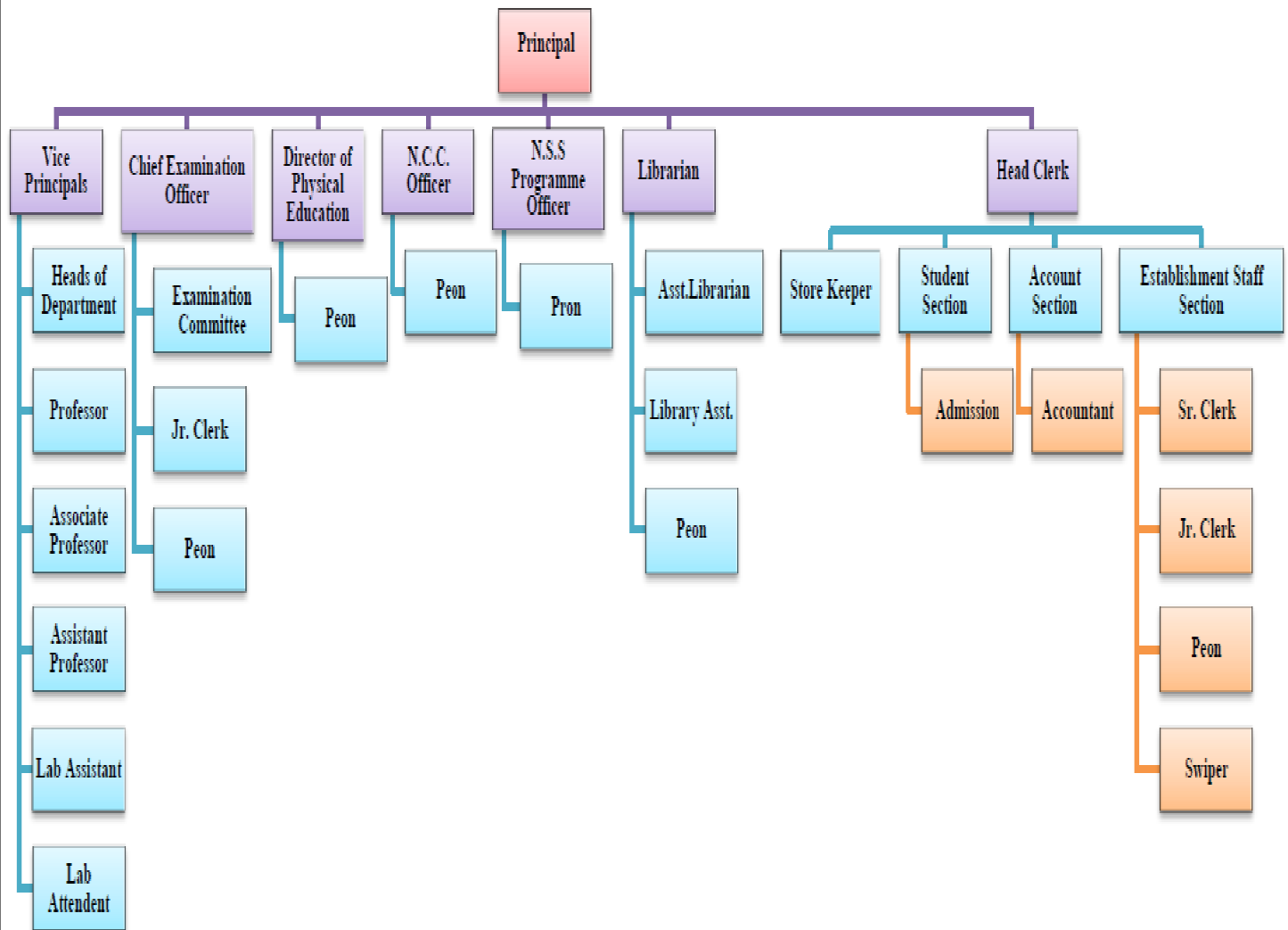


**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**



**Institutional Bodies**

Janata Shikshan Sanstha's  
**Kisan Veer Mahavidyalaya, Wai.**

2021-2022

Kisan Veer Mahavidyalaya, Wai.  
Date: 01/03/2022

**CIRCULAR :-**

**Committees and Allotment of Responsibilities 2021-2022**

**Objectives :-** The various committees have been set up with the following objectives in view.

1. To provide for varied exposures with the idea of making campus life richer and innovative for the students.
2. To make students explore different possibilities for self- expression.
3. To help students get a complete educational experience by encouraging them to develop versatile personality and instil confidence and social grace in them.

**Guidelines for functioning :-**

- i) Committees are expected to meet at least twice a term to discuss and plan programmes related to their subjects.
- ii) The convener of each committee has to maintain a minute book (record) of the meeting and the activities conducted and present it to the Principal at the end of each term.
- iii) The programmes to be presented before the students should be planned after a prior discussion with the Principal and a copy should be given to the Coordinator of the IQAC.
- iv) Activities should be conducted with the help of the General Secretary, Class Representatives, and other student representatives of the college.



*[Signature]*  
Principal

Encl. :- List of committees

Copy to :- 1. Staff file (Sr.)  
2. File No.:- 29, 52, 66.  
3. Principal.

## **Procedures and Policies for Maintaining and Utilizing Facilities:**

At the beginning of every academic year, various committees are formed for the smooth functioning, utilization and maintenance of physical, academic & support facilities.

The responsibilities of different Committees are as follows: -

### **1. College Development Committee (CDC):-**

The College Development Committee (CDC) monitors overall academic and administrative facilities and services. This committee advises the college administration regarding development plans, prepares the budget and also suggests the plans for infrastructural development. The major functions of CDC are as following:

- i. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
- ii. Decide about the overall teaching programmes or annual calendar of the college
- iii. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- iv. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- v. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college;
- vi. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- vii. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

### **2. Purchase Committee:-**

The College purchases all the requirement of various departments through proper sanction in Purchase Committee. The senior faculty of the Department of Commerce works as the Secretary of Purchase Committee. The Secretary has to maintain all records with the details of vendors & purchased materials. One management committee member also works as the Member of Purchase Committee. The Principal of the college is the chairperson of the committee.

### **3. College Campus Maintenance Committees:-**

Such committees as Classroom & Campus Cleanliness Committee, College Campus, Building, Garden & Infrastructure Committee, Water Cleaning Committee, and Parking

Committee monitor the work of cleaning and maintaining the campus of the college. The College campus is cleaned and maintained by the 4<sup>th</sup> class non-teaching staff under the supervision of the administrative office of the college. Frequent cleanliness drives are organized by the NCC and NSS students in the campus. All teaching and non-teaching staff also participates in such drives.

#### **4. Library Committee:-**

The Library Committee guides and helps the librarian to develop the library & assists the librarian in budget assignment for various developments. It also helps to implement various policies like Books & Journals purchase policy, books selection policy and withdrawal policy. It guides for overall development of the library.

#### **5. Sports Committee:-**

This committee provides the assistance to the Director of Physical Education to conduct the various games & it also helps him to organize various sports competitions and training camps in the college. Sports committee recommends the names of the sports students to whom the college provides monthly aid for their dietary requirement.

**Apart from the work of these various committees, the following general measures are applied for optimum utilization of the infrastructural facilities:-**

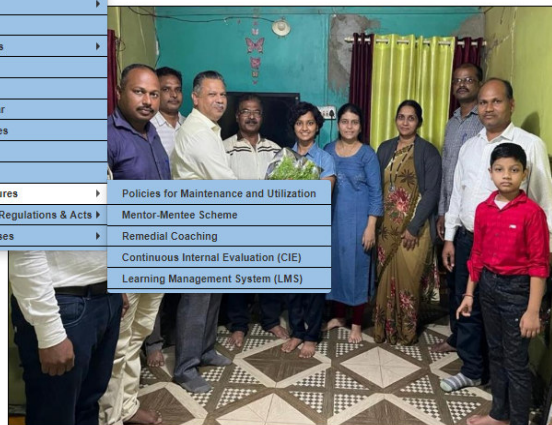
- Accession and Stock Registers are maintained by Administrative Office, Gymkhana, N.C.C., N.S.S., Central Library & by all Departments.
- The maintenance of the college building is done through the expert appointed by the Management.
- Whenever necessary, the additional staff is appointed on daily wages to look after the maintenance of furniture and cleanliness of toilets.
- Instructions are displayed for the proper use of infrastructural facilities.
- The technical staff of BCA & IT department looks after the ICT facilities.
- For any major problem, local service providers are called for their paid service & AMC has been signed for the maintenance of Vriddhi Software.
- The college has installed water purifiers and coolers which are maintained by the support staff and periodic checking has been done through the AMC with the concerned suppliers.
- Fire extinguishers are installed in the college & they are periodically checked & refilled before their expiry dates.



Janata Shikshan Sanstha's  
**Kisan Veer Mahavidyalaya, Wai**  
Tal-Wai, Dist-Satara, Maharashtra(India)-412603  
NAAC Status - Grade 'B+' CGPA (2.66)



- Admission
- Programs
- Certificate Courses
- Bridge Courses
- Pos, PSOs, Cos
- Academic Calendar
- College Committees
- Perspective Plan
- Time Table
- Policies & Procedures
- Code of Conduct, Regulations & Acts
- Grievance Redresses



- Policies for Maintenance and Utilization
- Mentor-Mentee Scheme
- Remedial Coaching
- Continuous Internal Evaluation (CIE)
- Learning Management System (LMS)

Search...

Hon. Shri. Prataprao B. Bhosale  
Founder and Trustee  
Janata Shikshan Sanstha, Wai  
Message...

Hon. Shri. Madan P. Bhosale  
President  
Janata Shikshan Sanstha, Wai  
Message...

Dr. Gurunath J. Fagare  
Principal  
Kisan Veer Mahavidyalaya, Wai  
Message...

https://kvmwai.edu.in/KVM/index#

Welcome to Kisan Veer Mahavidyalaya, Wai Online

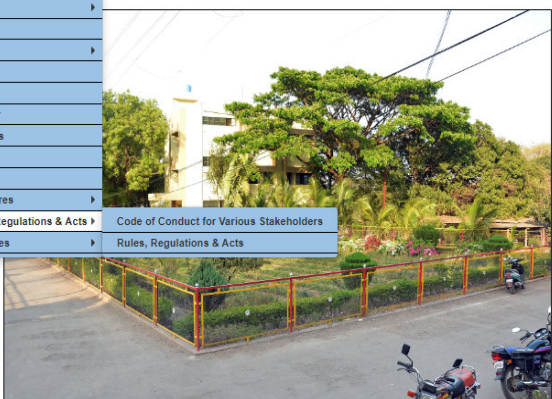
## Policies and Procedures (College Website)



Janata Shikshan Sanstha's  
**Kisan Veer Mahavidyalaya, Wai**  
Tal-Wai, Dist-Satara, Maharashtra(India)-412603  
NAAC Status - Grade 'B+' CGPA (2.66)



- Admission
- Programs
- Certificate Courses
- Bridge Courses
- Pos, PSOs, Cos
- Academic Calendar
- College Committees
- Perspective Plan
- Time Table
- Policies & Procedures
- Code of Conduct, Regulations & Acts
- Grievance Redresses



- Code of Conduct for Various Stakeholders
- Rules, Regulations & Acts

Search...

Hon. Shri. Prataprao B. Bhosale  
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## Code of Conduct (College Website)

Link: [https://kvmwai.edu.in/KVM/IQAC\\_AQARs\\_DocumentsNew](https://kvmwai.edu.in/KVM/IQAC_AQARs_DocumentsNew)

## SAMPLE OF ASAR

### Annual Self Appraisal Report

254

SHIVAJI UNIVERSITY, KOLHAPUR  
**Annual Self Appraisal Report (ASAR)**

As per 7<sup>th</sup> Pay UGC Regulation 18<sup>th</sup> July, 2018 and  
Govt. of Maharashtra Resolution 8<sup>th</sup> March, 2019

**For College Librarian**

**Academic Year: 2021-22**

**(Duration: From 11/03/2021 to 10/03/2022)**

**A. General Information**

- a) Name (Surname first) : DR. KAMBLE SHIVAJI PANDURANG
- b) Designation : LIBRARIAN
- c) College / University : Kisan Veer Mahavidyalaya, Wai, Tal- Wai  
Dist- Satara. Pin: 412803.
- d) Department : Library
- e) Date of Birth : 01/10/1979
- f) Date of Appointment : 10/03/2008
- g) Total Teaching Experience : Working as a Librarian since 2008  
UG: 14 Years, PG: 14 Years
- h) Permanent Address (with Pin code): At/P- Surupali, Tal-Kagal, Dist-Kolhapur  
PIN -416235
- Mobile No: - : 9960542919
- Email : [kshivajilib@gmail.com](mailto:kshivajilib@gmail.com)

**B. Academic Qualifications:**

Sr. No.	Exam. Passed	University	Year	Percentage	Grade / Class	Subject
1	S. S. C.	S.S.C. Board, Kolhapur	1995	66.00	I <sup>st</sup>	All
2	H. S. C.	H.S.C Board, Pune	1997	60.00	I <sup>st</sup>	All
3	B.A.	Shivaji University, Kolhapur	2000	46.00	II <sup>nd</sup>	English
4	BLISC.	Shivaji University, Kolhapur	2001	64.00	I <sup>st</sup>	Library and Information Science
5	MLISC.	Shivaji University, Kolhapur	2004	60.00	I <sup>st</sup>	Library and Information Science
6	SET	Pune University	2007	Pass	-	Library and Information Science
7	Ph.D.	Shivaji University, Kolhapur	2020	-	-	Library and Information Science

**C. Research / Fellowship / Research Training Program :**

Sr. No.	Research	Title of Work / Thesis	University / Institute
1	JRF/ SRF etc.	---	---
2	M.Phil.	---	---
3	Ph.D.	<b>A Study of Library Services to Measure the Impact on Teachers of Affiliated Colleges of Shivaji University, Kolhapur</b>	<b>Shivaji University, Kolhapur</b>
4	Research Training Program	---	---

**D. Experience:**

Sr. No.	Designation	Name of Employer	Salary with Grade Pay/ Academic Level	Date of		Experience in years
				Joining	leaving	
1.	Librarian	Janata Shikshan Sanstha's Kisan Veer Mahavidyalaya, Wai	79800-211500 <b>Level- 12</b>	10/03/2008	Till Date	13 years
<b>Total Experience in years</b>						<b>13 Years</b>

## E. Orientation / Refresher / Short Term Course Completed :

Sr. No.	Course	Duration	University / Institute
1	Orientation Programme	15/01/2013 to 12/02/2013	UGC HRDC, Goa University, Goa
2	Refresher Course	02/01/2014 to 22/01/2014	UGC HRDC, University of Calicut
3	Refresher Course	26/11/2015 to 16/12/2015	UGC HRDC, University of North Bengal, Darjeeling
4	Refresher Course	8/12/2018 to 28/12/2018	UGC HRDC, Savitribai Phule Pune University, Pune
5	Short Term Course	28/01/2020 to 01/02/2020	Knowledge Resource Centre, Sant Gadge Baba Amravati University, Amravati with Collaboration UGC- HRDC and HVPM's College of Engineering and Technology, Amravati
6	Five Days Online FDP on e-content Development for Teachers	01/06/2020 to 05/06/2020	FDC, HRDC, Savitribai Phule Pune University, Pune
7	SWAYAM ARPIT Online Course on "Refresher Emerging Trends & Technologies in Library & Information Services(STLLIS)	1 <sup>st</sup> Dec. 2020 to 31 <sup>st</sup> March 2021.	SWAYA ARPIT Online Course by Indian Institute of Technology, Delhi
8	SWAYAM ARPIT Online Course on "Teacher and Teaching in Higher Education"	1 <sup>st</sup> Dec. 2020 to 31 <sup>st</sup> March 2021.	SWAYA ARPIT Online Course by Indian Institute of Technology, Delhi
9	One Week National Online FDP on ICT Tools for Effective Teaching Learning	11/05/2020 to 16/05/2020	Swami Ramanand Teerth Marathwada University, Nanded
10	National Level FDP SOWSEEKNOW- Sowing Seeds of Knowledge to Library & Information Professionals	18/06/2020 to 22/06/2020	Navsari Agricultural University, Navasari (Gujrat), Vasantao Naik Marathwada Krushi Vidyapeeth, Parbhani & Association of Agricultural Librarians & Documentlists of India(AALDI)
11	Five Days Online National Level Workshop on KOHA Open Source Library Management Software	08/05/2020 to 12/05/2020	Softtech Solutions & Services, Pune
12	One Week FDP on "E-Content Development"	27/05/2020 to 01/06/2020	Smt. Akkatai Ramgonda Patil Kanya Mahavidyalaya, Ichalkaranji
13	National Level eWorkshop on DSpace and Koha	12/05/2020 to 16/05/2020	Gokhale Institute of Politics and Economics(GIPE), Pune and CSIR National Chemical Laboratory, Pune
14	One Week FDP on "Comprehensive Study of NAAC Criteria in RAF"	11/05/2020 to 15/05/2020	Rubrics Softcon Private Ltd, Pune



**Table 4**

**Assessment Criteria and Methodology for College Librarian**

Sr. No.	Activity	Grading Criteria			
		Percentage Obtained	Grade Claimed	Grade Verified	
1.	Regularity of attending library $\frac{A}{B} \times 100 = \frac{268}{287} \times 100 \%$ Where A: Total no. of days attended B: Total no. of days expected to attend  While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	<b>268/287*</b>  <b>100</b>	<b>Good / Satisfactory / Not satisfactory</b>	<b>Good / Satisfactory / Not satisfactory</b>	
	<b>93.37%</b>	<b>Grading Criteria : Good -90% and above, Satisfactory- Below 90% but 80% and above                      Not satisfactory- Less than 80% -</b>			
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	No. of Activities	Grade Claimed	Grade Verified	Page No.
	1.National		<b>Good / Satisfactory / Not satisfactory</b>	<b>Good / Satisfactory / Not satisfactory</b>	
	2.State	01			
	3.Institute	03			04-10
<b>Grading Criteria:</b> Good – 1 National level seminar / workshop + 1 State / institution level Workshop / Seminar. Satisfactory –(i) 1 National level seminar/ workshop or (ii)1 state level seminar / workshop + 1 institution level seminar/ workshop or (iii) 4 institution seminar /workshop. Unsatisfactory – Not falling in above two categories.					
3.	Computerized database	Yes/ No	Grade Claimed	Grade Verified	Page No.
	If library has a computerized database then OR	<b>Yes</b>	<b>Good / Satisfactory / Not satisfactory</b>	<b>Good / Satisfactory / Not satisfactory</b>	11- 19
	If library does not have a computerized database				
<b>Grading Criteria:</b> Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date, Satisfactory- 90% catalogue database made up to date, Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)					

4.	Checking inventory and extent of missing books	<b>Grade Claimed</b>	<b>Grade Verified</b>	<b>Page No.</b>
		Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	20- 24
<b>Grading Criteria:</b> Good : Checked inventory and missing books less than 0.5% Satisfactory - Checked inventory and missing books less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more. <b>Note</b> - Checking inventory and extent of missing books with norms of UGC & Sate Govt. as well as Particular University				

5.	<b>Activity</b>	<b>Yes / No</b>	<b>Grade Claimed</b>	<b>Grade Verified</b>	<b>Page No.</b>
	(i) Digitization of books database in institution having no computerized database. (Digitization of Thesis / Manuscripts / Question Paper / College Magazine / Paper Cuttings etc.)	Yes	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	25 - 29
	(ii) Promotion of library network.	Yes			30 - 32
	(iii) Systems in place for dissemination of information relating to books and other resources	Yes			33 - 35
	(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.	Yes			36 - 44
	(v) Design and offer short-term courses for users.				
	(vi) Publications of at least one research paper in UGC approved journals.	Yes			45 - 62
<b>Grading Criteria:</b> Good : Involved in any two activities, Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.					

### Overall Grading

Sr. No.	Grade Claimed	Overall Grade Claimed	Grade Verified	Overall Grade Verified
Item - 1	Good / Satisfactory / Not satisfactory	<b>Good</b>	Good / Satisfactory / Not satisfactory	<b>Good</b>
Item - 2	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
Item - 3	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
Item - 4	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
Item - 5	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	

**Overall Grading:**

**Good:** Good in Item 1 and satisfactory/good in any two other items including Item 4.

**Satisfactory:** Satisfactory in Item 1 and satisfactory /good in any other two Items including Item 4

**Not satisfactory:** If neither good nor satisfactory in overall grading.

**Note:**

- (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
- (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

  
Signature of the College Librarian

**LIBRARIAN**  
KISAN VEER MAHAVIDYALAY, WAI  
Tal. Wai, Dist. Satara.



  
Signature of Principal

**PRINCIPAL**  
KISAN VEER MAHAVIDYALAYA  
Wai, Dist. Satara