



CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH

(C.S.I.B.E.R)

University Road,
Kolhapur – 416004

INSTITUTE (ACDEMIC & ADMINISTARTIVE AUDIT)

AS PER NAAC REVISED GUIDELINES

2016 -2019

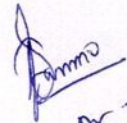
(An IQAC Initiative)

Dr. M.M. Ali

Director & Chairman IQAC

Dr. T.V.G. Sarma

Coordinator IQAC


Dr. T.V.G. Sarma
Coordinator IQAC

August 2019

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INSTITUTE EVALUATION AS PER NAAC CRITERIA: 2016-19

NAAC Criteria	COMPUTED SCORE	SUGESTIONS FOR IMPROVING CRITERIA SCORE Green = For Management Blue = For HoD
<p align="center">I Curricular Aspects</p>	<p align="center">3.53</p>	<ol style="list-style-type: none"> 1. Start Life-skills/Value adding course of 30 sessions and make it compulsory 2. Atleast one MOOC course to done by students. HoDs to monitor registration of MOOC by all students 3. Google forms for feedback from Students, Parents, Employers, and Alumni to be developed. Analysis and Action Taken Report (ATR) to be prepared and uploaded on Institute website.
<p align="center">II Teaching—Learning and Evaluation</p>	<p align="center">3.21</p>	<ol style="list-style-type: none"> 1. Strategies for admitting reserved category students 2. Exercises on e-resources to be given to students 3. MOODLE to be implemented for M.Phil Dept. 4. Sanctioned post and filled post roster to be prepared 5. Experienced teachers to be recruited 6. Faculty should apply for awards, recognition, from State, National or International bodies 7. For diversity outside State faculty recruitment should be considered 8. Student’s Exam Grievances Cell should be started 9. Display POs, PSOs and COs of all programs on Institute website 10. Internal Assessment should be linked to POs, PSOs, and Cos 11. Online Student’s Satisfaction Survey (NAAC SSS Questionnaire) to be done by all departments 12. Students data in office should be maintained as per NAAC guidelines
<p align="center">III Research, Consultancy and Extension</p>	<p align="center">2.53</p>	<ol style="list-style-type: none"> 1. Seed money for research to be provided 2. International Fellowships to be explored 3. Lecture Recording Facility in Media Lab to be installed 4. Research Collaboration with National/International bodies to be made 5. Research proposals to be submitted to Govt./Non-Govt. funding 6. Activities to be initiated under Entrepreneurship and Incubation Cell 7. Activities to be taken up to show start-up initiatives 8. Plagiarism software to be purchased 9. Incentives to Teachers receiving State/National/International Awards

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INSTITUTE EVALUATION AS PER NAAC CRITERIA: 2016-19

		<ul style="list-style-type: none"> 10. Recommend Ph.D/M.Phil guides to publish papers only in UGC listed journals 11. Encourage faculty members and students to attend conferences with proceedings publication 12. Corporate training for revenue generation by all departments. 13. KDCC MoU and training under MoU. Functional MoUs to be done 14. Extension Activities with awards and recognition from Govt. bodies to be obtained and focused 15. Number of students participations/GE students in Extension Activities to be encouraged 16. Collaboration for Research/Faculty exchange to be done 17. H-Index faculty orientation to be arranged 18. Consultancy and Revenue sharing policy to be prepared 19. Orientation for Scopus/Web of Science/Indian Citation
IV Infrastructure and Learning Resources	3.34	<ul style="list-style-type: none"> 1. Yoga Center place and display board 2. Rare books, Manuscripts & Special Reports to be purchased 3. e-access for e-library resources to be given on campus 4. Biometric to be installed in Library for record of Students & Faculty visits 5. Lecture Capturing System and Media Lab for e-content development
V Student Support and Progression	2.49	<ul style="list-style-type: none"> 1. Start Competitive Exam /NET/SET Coaching Cell, (CDC) and Enroll maximum students 2. Govt., Institutional Scholarship and Freeship to be increased 3. Alumni meetings and activities to conducted more often, under Alumni Cell only 4. Students permanent placement to be improved 5. Encourage students for participation in National and International events 6. Student's Council to be started
VI Governance, Leadership and Management	2.28	<ul style="list-style-type: none"> 1. More welfare measures for Teaching and Non-teaching is expected 2. Financial support to faculty for Conferences, Seminars and membership fees of professional bodies is expected 3. Professional development/Administrative training programs for teaching and non-teaching are to be arranged 4. Performance Appraisal system for Teaching and non-teaching
VII Institutional Values and Best Practices	2.44	<ul style="list-style-type: none"> 1. Full-fledged Counselling room needed 2. Common room to be made 3. Activities to be started: No Vehicle Day, Data on students coming in Public Transport, Carpooling, Bicycle stand, ERP system for paperless office 4. Green Audit Report to be prepared

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INSTITUTE EVALUATION AS PER NAAC CRITERIA: 2016-19

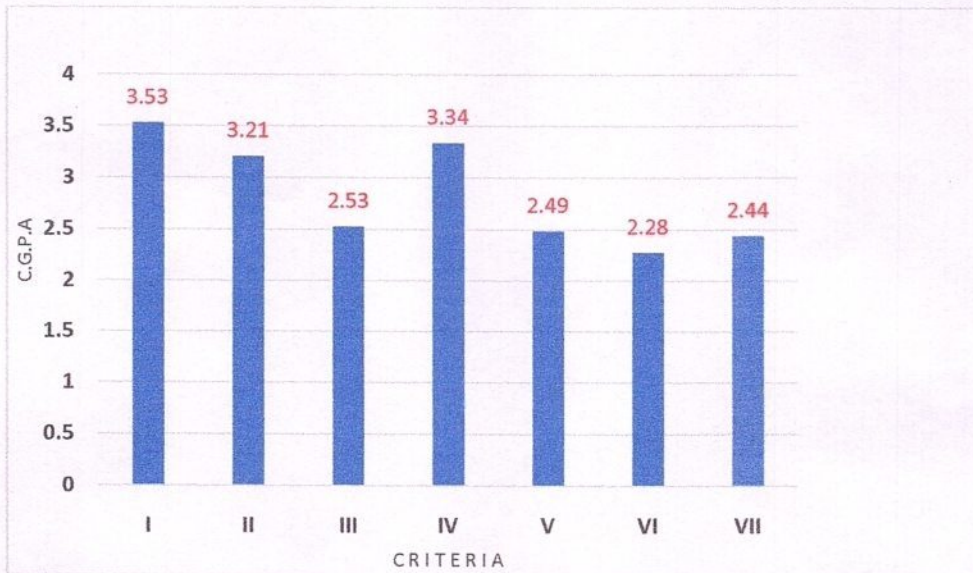
		<ul style="list-style-type: none">5. Wheelchair & Braille Software to be purchased6. Scribes policy to be included in exam manual7. Handbook of Code of Conduct to be prepared for Students, Teachers, Governing Body, Administration and Principal8. Core Values of Institute to be displayed on Campus and Website9. All Departments should identify activities about National Identities & Symbols10. Courses on Human Values & Professional Ethics to be introduced11. Activities on Truth, Righteousness, Non-violence and Peace required12. Redrafting of Vision & Mission statements to align with Institute activities
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CGPA: 2.83

GRADE: B++

CSIBER NAAC SCORE GRAPH

CGPA: 2.83 GRADE: B++



NAAC GRADES TABLE

C.G.P.A	GRADE	STATUS
3.51-4.00	A++	Accredited
3.26-3.50	A+	Accredited
3.01-3.25	A	Accredited
2.76-3.00	B++	Accredited
2.51-2.75	B+	Accredited
2.01-2.50	B	Accredited
1.51-2.00	C	Accredited
1.50 & Less	D	Assessed but not Accredited

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Co-ordinator IQAC

NAAC CRITERIA – I

Q.No.	SUGGESTIONS
1.1.1	Short titled program outcome is to be prepared and below it programme specific outcomes are to be mentioned.
1.1.2	Scan relevant BOS/Academic council's minutes of meeting from 2016-17
1.1.3	Courses on Employability/Life Skills:Scan relevant BOS/Academic council's minutes of meeting from 2016-17
1.3.1	Courses on Gender, Environment and Sustainability, Human values and professional ethics into the curriculum.
1.3.2	Value added and MOOC courses to be offered by all Depts and made compulsory to all students
1.4.1. & 1.4.2	Structured feedback from Students, Teachers, Alumni, Employers and Parents to be taken by all Depts Structured Feedback Analysis and Action Taken Report to be discussed in AC/GC and displayed on website

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NAAC CRITERIA – II

Q.No.	SUGGESTIONS
2.1.1 & 2.1.2	MSW and MCom data missing
2.1.3	Strategies for admitting reserved category students
2.3.2	Exercises on e-resources to be given to students
2.3.4	MOODLE to be implemented for M.Phil Dept.
2.4.1	Sanctioned post and filled post roster to be prepared
2.4.3	Experienced teachers to be recruited
2.4.4	Faculty should apply for awards, recognition, from State, National or International bodies
2.4.5	Outside State faculty recruitment should be considered
2.5.2	Student's Exam Grievances Cell should be started
2.6.1	Display POs, PSOs and COs of all programs on Institute website
2.6.2	Internal Assessment should be linked to POs, PSOs, and COs
2.7.1	Online Student's Satisfaction Survey (NAAC SSS Questionnaire) to be done by all departments
2.7.1	Students data in office should be maintained as per NAAC guidelines

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NAAC CRITERIA – III

Q.No.	SUGGESTIONS
3.1.2	Seed money for research to be provided
3.1.3	International Fellowships to be explored
3.1.4	Lecture Recording Facility in Media Lab to be installed
3.2.1 & 3.2.4	Social Wok data to be uploaded
3.2.2	Research Collaboration with National/International bodies to be made
3.2.4	Research proposals to be submitted to Govt./Non-Govt. funding
3.3.1	Activities to be initiated under Entrepreneurship and Incubation Cell
3.3.4	Activities to be taken up to show start-up initiatives
3.4.1	Plagiarism software to be purchased
3.4.2	Incentives to Teachers receiving State/National/International Awards
3.4.3	Patents published(Opting out)
3.4.5	Recommend Ph.D/M.Phil guides to publish papers only in UGC listed journals
3.4.6	Encourage faculty members and students to attend conferences with proceedings publication
3.4.7	Orientation for Scopus/Web of Science/Indian Citation
3.4.8	H-Index faculty orientation to be arranged
3.5.1	Consultancy and Revenue sharing policy to be prepared
3.5.2	Data for Finance Officer to Audits conducted and Revenue generated

3.5.3	Corporate training for revenue generation by all departments. KDCC MoU and training under MoU
3.6.2	Extension Activities with awards and recognition from Govt. bodies to be obtained and focused
3.6.4	Number of students participations/GE students in Extension Activities to be encouraged
3.7.1	Collaboration for Research/Faculty exchange to be done
3.7.3	KDCC MoU- Functional MoUs to be made

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NAAC CRITERIA – IV

Q.No.	SUGGESTIONS
4.1.2	Yoga Center place and display board
4.1.3	MSW,MCA,MCom/MSc data to be uploaded. Mgt Lab to be included
4.2.1	Dr. Babu Zachariah to provide write-up about linbrary
4.2.2	Rare books, Manuscripts & Special Reports to be purchased
4.2.3	Data to be filled by Dr Babu Zachariah
4.2.5	e-access for e-library resources to be given on campus
4.2.6	Biometric to be installed in Library for record of Students & Faculty visits
4.3.1	Mr. Mahantesh Patil to complete the data in the given format
4.3.4	Lecture Capturing System and Media Lab for e-content development
4.4.1	Ms. Sayali to collect the data and complete the table

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NAAC CRITERIA V

Q. No	Suggestions
5.1.1	New programmes should be registered with social welfare Dept. for scholarships. This will increase the number of students receiving the scholarship.
5.1.2	Data to be uploaded for management fellowships.
5.1.3	Data required from MSW, M.Com and MCA. Students to be motivated join capability enhancement schemes as listed in 5.1.3.
5.1.4	Departs should have guidance sessions for the competitive exams (may be through CDC).
5.2.1	Placement data is required to be uploaded from the departments of MSW, M.Com, MCA, MBA.
5.2.3	Data to be uploaded from MSW, M.Com, MCA. NET-SET coaching centre should start.
5.3.1	Data to be uploaded from MSW dept. Promote students for the participation in National and International Competitions.
5.3.2	Data is missing for the Student Council (by Dr. P.G. Naik Mam). The actual Student Council should be started)
5.3.3	Data should be in the format.
5.4.1	Alumni description write-up. The Alumni activities are to be always informed to the chairperson of the Alumni.
5.4.2	Encouraging Alumni contribution.
5.4.3	Alumni meetings to be conducted.

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NAAC CRITERIA – VI

Q.No.	SUGGESTIONS
6.2.3	Prof.S S Sutar should prepare and complete
6.2.4	Details to be taken from Vinayak Salokhe
6.3.1	Prof. Sunil Mohite should prepare and complete <ul style="list-style-type: none">• More welfare measures for Teaching and Non-teaching is expected
6.3.2	Financial support to faculty for Conferences, Seminars and membership fees of professional bodies is expected
6.3.3	Professional development/Administrative training programs for teaching and non-teaching are to be arranged
6.3.5	Performance Appraisal system for Teaching and non-teaching
6.4.2	Prof. R Padalkar should contact Prof. G A Samant for details
6.4.3	Prof. R Padalkar expected to give a brief write-up considering the following resources in the In: <ul style="list-style-type: none">• Computer Lab resources• Different Audits for colleges conducted• Social Work resources• Environment Dept. resources

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NAAC CRITERIA – VII

Q.No.	SUGGESTIONS
7.1.1	Full-fledged Counselling room needed Common room to be made
7.1.3	Data for 2016-17, 2017-18, Boys hostel, Girls hostel and Solar street lights to be updated (Mr Chichnekar)
7.1.4	Year-wise data required
7.1.5	Quantification needed
7.1.6	Documentary evidence to be collected
7.1.7	Activities to be started: No Vehicle Day, Data on students coming in Public Transport, Carpooling, Bicycle stand, ERP system for paperless office
7.1.8	Green Audit Report to be prepared Documentary evidences to be collected
7.1.9	Wheelchair & Braille Software to be purchased Scribes policy to be included in exam manual Year-wise data required
7.1.10	Locational Advantages: Video conferencing for recruitment and Guest Lectures, Cooperative Sector, Agri-business
7.1.12	Handbook of Code of Conduct to be prepared for Students, Teachers, Governing Body, Administration and Principal
7.1.13	Core Values of Institute to be displayed on Campus and Website
7.1.14	All Departments should identify activities about National Identities & Symbols
7.1.15	Courses on Human Values & Professional Ethics to be introduced
7.1.17	Activities on Truth, Righteousness, Non-violence and Peace required
7.2.1	Details about Late Dr A D Shinde Book Exhibition, Digital Exam System, Music Training, Village Adoption, Earn & Learn, CSIBER Cares
7.3.1	Redrafting of Vision & Mission statements to align with Institute activities

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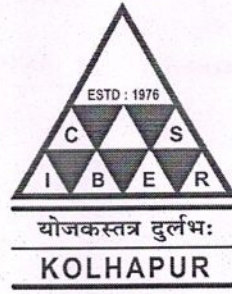
Dear Faculty Members,

In order to prepare for Mock-NAAC Assessment in August first week, the following Criteriawise allocation is done to streamline the process of data compilation for three academic years(2016-17, 2017-18, and 2018-19). All the Head of Departments are requested to coordinate the same.

Criteria Incharge (IQACMembers)	DEPARTMENTS						
	MBA Prof. M K Mane	MCA Dr R V Kulkarni	ENVT Dr S D Kadam	ECO Dr T V G Sarma	M.Com Prof. .K.H. Chougule	MSW Dr.S.V.Shirol	M.Phil Dr U M Deshmukh
I Curricular Aspects Dr. Pravin Chavan	Prof. Anuradha Gaikwad	Dr.Ajay Shinde	Prof.Puja Patil	Prof. V.R. Kishore Kumar	Prof. .K.H. Chougule	Dr.K.Pradeepkumar	Dr.A.D. Jadhav
II Teaching—Learning and Evaluation Dr.Bindu Menon	Prof..Prashant Kale	Prof. R.Huddar	Er.D.S. Mali	Prof. Sunil Mohite	Prof. S Sutar	Dr.B.N.Patil	Dr.C.S.Kale
III Research, Consultancy and Extension Dr. S SJamsandekar	Prof.Viraj Jadhav	Dr.R.S.Kamat	Dr.V.B. Patil.	Prof. Jyothi Madana	Prof. S Sutar	Dr.S.S.Apate	Dr. G. Haresh
IV Infrastructure and Learning Resources Dr K N Ranbhare	Prof. .S.V.Ravan	Prof.M.B.Patil	Mr.K.D. Ahire	Prof. SyaliMangore	Prof. Kashikar	Dr.D.N.Valvi	Dr. S. G.Vibhute
V Student Support and Progression Dr Babu Zachariah	Prof. Santosh Hasure	Dr.P.G.Naik	Ms.R. Padalkar	Prof. Namrata G	Prof. Kashikar	Dr.D.M.Bhosale	Dr.S.D. Bhoite
VI Governance, Leadership and Management Dr S D Kadam	Prof. A D Ekal	Prof.Vidya B	Prof..R.Padalkar	Prof. Sunil Mohite	Prof. S Sutar	Dr.P S Randive	Dr. U.M.Deshmukh
VII Institutional Values and Best Practices Dr Ajay D Shinde	Prof. S H Jagtap	Dr.S D Bhoite	Prof. .K.D.Ahire	Prof. V R Kishorekumar	Prof. K H Chougule	Dr.S.P.Rajput	Dr. C. S. Dalvi

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ACADEMIC AND ADMINISTRATIVE AUDIT

(A A A)

2016-19

AUDIT TEAM

Dr. M. M. Ali

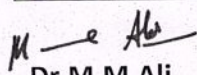
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C.S.I.B.E.R, Kolhapur
SWOC CHART. Dept.: ENVIRONMENT

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Good documentation• Many Awards and recognition• Well equipped lab• New programs in emerging areas floated	<ul style="list-style-type: none">• Data to be updated in template form• New faculty for emerging areas such as Geo-informatics
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none">• Certificate, Diploma and Value added courses in environment areas can be offered to other departments• Interdisciplinary interaction	<ul style="list-style-type: none">• Finding specialized faculty for new and emerging areas of environmental studies• Promoting new courses



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SWOC CHART. Dept.: EXAMS

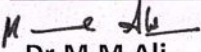
STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Complete Digitisation of Exam process• Excellent maintenance of records	<ul style="list-style-type: none">• Question papers to be hosted on institute website
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none">• Format of syllabus to be accepted in exam unit only when they are in common format for all courses(IQAC suggestion)• Increase in desktop terminals upto 20 for faster onscreen assessment	<ul style="list-style-type: none">• Partial changes in syllabus every semester creates difficulty for keeping track of the various syllabi• Timely internal marks submission for faster result declaration• Timely paper assessment by internal examiners• Additional Exam staff with IT knowledge



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SWOC CHART. Dept.: LIBRARY

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Very good collection of books and databases• Automation of library services	<ul style="list-style-type: none">• Manual maintenance of user records
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none">• Digitisation of user statistics ie Faculty and Students	<ul style="list-style-type: none">• Space for additional library services

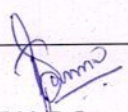

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SWOC CHART. Dept.: MANAGEMENT

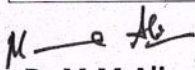
STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Excellent documentation• Good and updated syllabus• Offered new courses as per market needs	<ul style="list-style-type: none">• Action taken reports on feedback to be maintained• Industry-Academia MoUs• Book Publications• Competitive exam guidance
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none">• POs, PSOs, Cos,• Corporate training• Faculty and Student exchange activities• Value added and skill development courses	<ul style="list-style-type: none">• Publications in recognized journals• Citations


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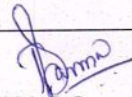

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Coordinator I.Q.A.C.

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SWOC CHART. Dept.: PLACEMENT

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Activities as per NAAC guidelines• Documents of activities collected and filed	<ul style="list-style-type: none">• Data and documents to be maintained as per NAAC data templates in Excel format
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none">• Extending the placement and career development activities to all students• Linkages with Industry and professional bodies for conducting career guidance activities	<ul style="list-style-type: none">• Difficult job market• Students attitude and preferences regarding the companies and place of permanent placement



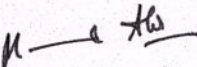
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C.S.I.B.E.R, Kolhapur
SWOC CHART. Dept.: RESEARCH

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Good research work	<ul style="list-style-type: none">• New Courses• Parents, Employer and Alumni• Moodle usage• Research Consultancy revenue• MoUs and collaborations
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none">• Pos, PSOs, Cos,• CBCS• Value added courses in research• Corporate training and consultancy	<ul style="list-style-type: none">• Publication in Web of Science, Scopus, Google scholar etc.



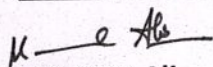
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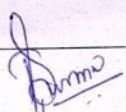


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SWOC CHART. Dept.: SOCIAL WORK

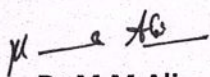
STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• CBCS system implemented• Excellent extension activities• Field based experiential learning	<ul style="list-style-type: none">• No documentation• Data templates no prepared• Action taken on feedback from different stakeholders
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none">• Floating of new certificate courses in emerging areas such as CSR• Structured feedback from Alumni, Parents and Employers	<ul style="list-style-type: none">• Space for additional library services• Display room


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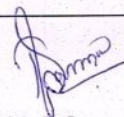

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C.S.I.B.E.R, Kolhapur
SWOC CHART. Dept.: COMPUTER STUDIES

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Excellent IT infrastructure• Qualified, Competent and experienced faculty	<ul style="list-style-type: none">• Data not completed in template form
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none">• Pos, PSOs, Cos,• Floating new courses in IT emerging areas• Certificate and Value added courses for students of other departments as well as extension activity	<ul style="list-style-type: none">• Linkage to society



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