# Internal Quality Assurance Cell (IQAC)

# Submission of Annual Quality Assurance Report (AQAR)

 *(Revised in October 2013)*

**Year 2014-15**

**SARASWATI MANDIR NIGHT COLLEGE OF COMMERCE & ARTS**
*1359, Shukrawar Peth, Natu Bag, Bajirao Road,Pune 411002*

# The Annual Quality Assurance Report (AQAR) of the IQAC - 2014-15

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

Part – A

**1. Details of the Institution**

 Saraswati Mandir Night College of Commerce and Arts.

1.1 Name of the Institution

1359, Shukrawar peth,

 1.2 Address Line 1

Bajirao road, Natubaug.

 Address Line 2

Pune

 City/Town

Maharashtra

 State

411002

 Pin Code

smncca@rediffmail.com

 Institution e-mail address

020-24433018 / 020-24486693

 Contact Nos.

Dr. Ramesh Waman Awalgaonkar

 Name of the Head of the Institution:

020-24466094

 Tel. No. with STD Code:

+91 9921926831

 Mobile:

Name of the IQAC Co-ordinator:

Shri. Shriram Yeshwant Deshmukh

+91 9403663272

Mobile:

smncca@rediffmail.com

 IQAC e-mail address:

nK-6&p4HQ

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:**

dt.16/02/2004

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom*

*of your institution’s Accreditation Certificate)*

www.smnightcollege.org

1.5 Website address:

http://www.smnightcollege.org/AQAR14-15.doc

 Web-link of the AQAR:

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

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | C+ | 62.00 | 2004 | 5 years |
| 2 | 2nd Cycle | -- | -- | -- | -- |
| 3 | 3rd Cycle | -- | -- | -- | -- |
| 4 | 4th Cycle | -- | -- | -- | -- |

01/12/2005

1.7 Date of Establishment of IQAC : DD/MM/YYYY

2014-15

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

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

1. AQAR 2009-10 *submitted to NAAC* on 18/12/2013
2. AQAR 2010-11 *submitted to NAAC* on 18/12/2013
3. AQAR 2011-12 *submitted to NAAC* on 18/12/2013
4. AQAR 2012-13 *submitted to NAAC* on 19/12/2013

1.10 Institutional Status

√

 University State Central Deemed Private

√

Affiliated College Yes No

Constituent College Yes No

√

 Autonomous college of UGC Yes No

√

√

 Regulatory Agency approved Institution Yes No

 (eg. AICTE, BCI, MCI, PCI, NCI)

√

 Type of Institution Co-education Men Women

√

 Urban Rural Tribal

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

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

√

1.11 Type of Faculty/Programme

√

 Arts Science Commerce Law PEI (Phys Edu)

√

TEI (Edu) Engineering Health Science Management

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Others (Specify)

Savitribai Phule Pune University

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

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

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 Autonomy by State/Central Govt. / University

--

 University with Potential for Excellence UGC-CPE

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 DST Star Scheme UGC-CE

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 UGC-Special Assistance Programme DST-FIST

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

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 UGC-COP Programmes

 **2. IQAC Composition and Activities**

04

2.1 No. of Teachers

 02

2.2 No. of Administrative/Technical staff

00

2.3 No. of students

2.4 No. of Management representatives

00

 02

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

01

 community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

2.9 Total No. of members

09

2.10 No. of IQAC meetings held -02

02

02

2.11 No. of meetings with various stakeholders: No. Faculty

02

00

00

 Non-Teaching Staff Students Alumni Others

The IQAC is consisting of both teaching and non teaching staff, with two other representatives, having a small unit, hence the institute does not conduct separate meetings of other stakeholders.

√

2.12 Has IQAC received any funding from UGC during the year? Yes No

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 If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

10

11

00

00

2000

 Total Nos. International National State Institution Level

 (ii) Themes

* Workshop on poetry
* Personality development workshop for girl students.

2.14 Significant Activities and contributions made by IQAC

* The IQAC with the help of Local managing committee of the Saraswati Mandir Sanstha, assures that the day to day functioning of the institution should run smoothly. Planning and implementation of various quality improvement activities, it’s monitoring, and supervision is done by the IQAC. Academic calendar and yearly teaching plans were maintained.

2.15 Plan of Action by IQAC/Outcome

 The plan of action chalked out by the IQAC in the beginning of the year towards quality

 Enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| Plan of Action | Achievements |
| * To complete the procedure of acquiring the status of 2f and 12b
* To try to sanction maximum number of seminars and conferences under quality improvement scheme of the university.
* To buy equipments like generator, Xerox machines, printers, computers, CCTV system etc
 | * Under procedure
* The Savitribai Phule Pune University has sanctioned 02 proposals for the seminars and workshops.
* The institute received 01 Xerox machine from SPPU under the quality improvement scheme and installed a CCTV camera system which is self funded.
 |

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

**S. M. Sanstha’s**

**Saraswati Mandir Night College of Comm. & Arts**

**1359, Shukrawar Peth, Bajirao Road, Pune.**

**Ph. No. 020 - 24433018**

**Academic Year 2014-15**

**Academic Planning of the Year**


##### First Term 16.06.2014 - 02.11.2014

Second Term 28.11.2014 - 30.04.2015

 **Prof. Vinay Bodas    Prof. Shriram Deshmukha Dr. Ramesh Awalgaonkar**

**Academic Planning Committee Co ordinator NAAC Principal**

## Monthly Planning

**\*June 2014\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Printing of Admission form, challans, Prospects \* Admission Committee meeting \* Sale of Forms for F. Y. B. Com/B.A |
| **Second week** | \* Declaration of Result of F. Y. B.A/B.Com\* Sale of Forms for F. Y. B. Com/B.A\* Admission of F. Y. B. Com/B.A\* Interviews of CHB Teachers  |
| **Third week** | \* First Term Starts from 16th June 2014\* Sale of Forms for S. Y. B. A\* Principal Meeting with Staff |
| **Fourth week**  | \* Remedial Classes for F.Y. B. A & B. Com. \* Admission of F.Y/S.Y. B.A/B.Com \* Declaration of Result of B.Com/ B.A |
| **Fifth week**  | \* Preparation of Time table for 2014–15\* Admission of F.Y/S.Y. B.A/B.Com\* Beginning of Classes to F.Y./S.Y B.A & B.Com \* Annual Planning of Syllabus \* Remedial Classes for F.Y/S.Y B. Com/B.A\* Submission of Keshavsut Karndak Proposal  |

**\* July 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching to F.Y./S.Y. B.A & B.Com\* Admission of T.Y/S.Y. B.A/B.Com/M.Com/M.A\* Meeting for Implementation of Earn & Learn Scheme.\* Meeting of Book Selection Committee\* Meeting of Syllabus Planning & Students Muster         Committee \* Allotment of Various Committee \* Anti Ragging Committee Meeting |
| **Second week** | \* Regular Teaching\* Collection of Annual Syllabus /Teaching Plans\* Meeting of Discipline Committee \* Cultural Program of “Guru Pournima” \* Counseling Committee Meeting \* Exam Committee Meeting  |
| **Third week** | \* Regular Teaching\* Implementation of Earn & Learn Scheme.\* Anti Ragging Committee Meeting\* Vangamay Mandal Committee Meeting \* Cultural Committee Meeting  |
| **Fourth week** | \* Regular Teaching\* Meeting of cfg%’kky f’k{k.k eaMG\* Meeting of College Magazin Committee\* Inauguration Ceremony of Commerce circle \* Poster Presented by Marathi Dept.  |
| **Fifth week** | \* Regular Teaching |

**\* August 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Inauguration Ceremony of Vangamay Mandal\* Counseling Committee - Book Reading \* Distribution of Various Forms – Like EBC,BC    Scholarships etc.\* Beginning of M.Com/M.A Classes.  |
| **Second week** | \* Regular Teaching\* Distribution of Practical Notebooks\* Meeting of Discipline Committee\* Submission of October Exam Forms & Term End    Exam form - Repeaters |
| **Third week** | \* Regular Teaching\* Election of College Student Council \* Cultural Program – Independence Day \* Lecture organized by Commerce Circle \* Poser Presentation – Costing Dept. \* Cultural Program –Raksha Bandhan\* Exam Committee Meeting – Term end Exam of    Repeaters \* Counseling Committee Meeting \* Distribution of Practical Notebooks  |
| **Fourth week** | \* Regular Teaching\* NAAC Committee Meeting\* Meeting of anti ragging Committee \* Staff Academy Lecture \* Lecture organized by Employment Cell \* Poser Presentation – Psychology Dept. \* Medical Checkup of F.Y.B.Com/B.A Students \* Exam Committee Meeting Collection of Question    Papers  |
| **Fifth week** | \* Regular Teaching \* Medical Checkup of F.Y.B.Com/B.A Students \* Submission of Proposals of Seminars & Purchase of    Equipments to University \* Exam Committee Meeting Repeaters Term Exam  |

**\* September 2014\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Cultural Committee Meeting Teacher’s Day \* Submission of Proposals Various Programs to be    taken by izkS< fujarj f’k{k.k o KkufoLrkj foHkkx] iq.ks fo|kihB of    Pune University \* Repeaters Term Exam |
| **Second week** | \* Regular Teaching \* Poster Presented by Banking & Finance Dept. \* Counseling Committee Meeting \* Repeaters Term Exam |
| **Third week** | \* Regular Teaching\* NAAC Committee Meeting \* Staff Academy Lecture \* Commerce Circle Lecture \* Poster Presented by CPA Dept.\* Program by Psychology Dept.\* Alumni Committee Meeting  |
| **Fourth week** | \* Regular Teaching\* Lecture Organized by Vangamay Mandal\* Exam Committee Meeting \* Declaration of Repeaters Term End Exam result  &    Perspiration of Regular Term End Exam.  |
| **Fifth week**  | \* Regular Teaching |

**\* October 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Poster Presented by English Dept.\* Counseling Committee – Book Reading \* Exam Committee Meeting – Filling of Term    End    Exam Forms \* University Oct. Exam FY/SY/TY B.Com/B.A |
| **Second week** | \* Regular Teaching\* Meeting of cfg%’kky f’k{k.k\* Meeting of College Magazin Committee\* NAAC Committee Meeting \* Program of Vangmay Mandal–story telling completion \* Concealing Committee – Lecture for students on    stress management \* organization of seminar \* University Oct. Exam  |
| **Third week** | \* Regular Teaching.\* Syllabus Planning Committee Meeting \* Meeting of Keshavsut Karnadak Committee\* Poster Presented by M. Law\* Completion of 1st Term Syllabus of B.Com &B.A |
| **Fourth week** | \* Deepawali Vacation Period  |
| **Fifth Week** | \* Deepawali Vacation Period \* College Term End Examination \* Mid Term Exam of M.Com/M.A Students |

**\* November 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Last working Day Meeting on 1st Nov. 2014\* Deepawali Vacation Period  |
| **Second week**  | \* Deepawali Vacation Period |
| **Third week** | \* Deepawali Vacation Period  |
| **Forth week** | \* Deepawali Vacation Period \* Poster Presented by Economics Dept. \* Commencement of 2nd Term of the Academic    Year 2014 – 15 / 28th Nov. 2014  |

**\* December 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching.\* Meeting of College Trip Committee.\* Lectures of Special Guidance Scheme\* Cultural Committee Meeting regarding College    Gathering\* University M. Com / M.A Exam |
| **Second week** | \* NAAC Committee Meeting \* Lectures of Sp Guidance Scheme\* Meeting of Keshavsut Karandak Committee\* Staff Academy Lecture \* Program of Vangmay Mandal – Story Telling    &    easy Competition \* Poster Presentation – Maths\* Organization of Sport & other competition on    occasion of college Gathering \* University M. Com / M.A Exam |
| **Third week** | \* Regular Teaching \* Lectures of Special Guidance Scheme \* College annual Social Gathering \* Exam Committee Meeting for declaration of Term    End Exam Result \* Annual Prize Distribution Programs \* Gathering & Refreshment \* Filling of March Exam Forms \* Poster Presentation  |
| **Fourth week**  | \* Regular Teaching \* Meeting of cfg%’kky f’k{k.k\* Lectures of Special Guidance Scheme \* Poster Presented by Geography  |
| **Fifth Week** | \* Regular Teaching |

**\* January 2015 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Meeting of Trip Committee \* Meeting of College Magazin Committee\* Lectures of Special Guidance Scheme \* Cultural Committee Meeting for Yuvak Saptah \* Counseling Committee - Book reading  |
| **Second week** | \* Regular Teaching \* NAAC Committee Meeting \* Lectures of Special Guidance Scheme\* Vangmay Mandal – Singing Competition \* Poster Presented by Computer \* Cultural Committee – Maker Sankrant \* Counseling Committee meeting – lecture on    Personality Development  |
| **Third week** | \* Regular Teaching\* Lectures of Special Guidance Scheme \* Personality Development Program for Girl    Students \* Keshavsut Karandak Competition \* Meeting of Anti Ragging Committee \* Lecture organized by Aarogya Probodhan    Committee \* izkS< fujarj o KkufoLrkj lferh dk;Zdze |
| **Fourth week** | \* Regular Teaching\* College Trip \* Meeting of Babasaheb Jaykar Vyakhyan Mala\* Lectures of Special Guidance Scheme \* Poster Presented – Accounting  |
| **Fifth week** | \* Regular Teaching\* Cultural Program Republic Day \* Alumni Meeting  |

**\*February 2015\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching \* Meeting of Yashwantrao Chavan Vyakhyan    Mala\* Counseling Committee - Book reading  |
| **Second week**  | \* Regular Teaching \* Poster Presented by History \* Submission of Proposals of Project students  |
| **Third week** | \* Regular Teaching\* NAAC Committee Meeting \* izkS< fujarj o KkufoLrkj lferh dk;Zdze  |
| **Fourth week** | \* Regular Teaching \* Poster Presented by Politics Science \* Exam Committee Meeting – Practical Exam \* Submission of Practical Note Books |

**\* March 2015 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching \* Cultural Program world woman’s Day\* Counseling Committee - Book reading \* Completion of Syllabus F.Y.B.Com. |
|  **Second week** | \* Regular Teaching \* Lecture organized by Aarogya \* Completion of Syllabus S. Y/T.Y.B. Com.& F.Y.B.A \* Submission of Projects of T.Y.B.A Economics |
| **Third week**  | \* Syllabus Planning Committee Meeting \* Meeting of Anti Ragging Committee \* Submission of Accounts of Program/Seminars    Conducted \* Practical Exam of S.Y./T.Y. B. com\* Annual Exam of F.Y.B.Com/ B.A |
| **Fourth week** | \* Practical Examination of S.Y/T.Y.B.Com\* Annual Exam of F.Y.B.Com/ B.A\* Completion of Syllabus S.Y/T.Y.B.A\* Submission of Annual reports of Various    Committees  |
| **Fifth week** | \* University Exam |

**\* April 2015 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Annual Exam of S.Y/T.Y. B.Com\* Library Stock Taking \* Exam Committee Meeting for Mid Term of    M. Com & M. A |
| **Second week**  | \* Annual Exam S.Y / T. Y. B. Com/B.A \* Printing of Prospectus & Various forms, Challans etc. \* Assessment of F.Y.B.Com/B.A Answer Books |
| **Third week**  | \* Annual Exam S.Y / T. Y. B.A\* Mid Term of    M. Com & M. A |
| **Fourth week**  | \* Annual Exam S.Y. /T. Y. B. A\* Mid Term of    M. Com & M. A\* Last working day meeting 30th April 2015 |
| **Fifth week** | \* Exam Committee Meeting |

**\* May 2015 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | ---------- |
| **Second week** | \* Annual Exam M.A  |
| **Third week** | \* Annual Exam M.Com |
| **Fourth week**  | \* LMC Meeting  |
| **Fifth week**  | \* Exam Committee Meeting \* Declaration of Results of F.Y.B.Com/ B.A  |

**egkfo|ky;kph LFkkfud O;oLFkkiu lferh**

**’kS{kf.kd o 2014&15 rs 2016&2017**

1. ek- vWM~- fo- fo- vkacsdj v/;{k
2. ek- Jh v’kksdjko epZaV lnL;]
3. ek- Jh- fodkl dkdrdj lnL;]
4. ek- Jh- fnyhi cksfdy lnL;]
5. ek- izk- Jhjke ns’keq[k f’k{kd izfrfu/kh
6. ek- izk- fou; cksMl f’k{kd izfrfu/kh
7. ek- izk- ';kejko dkacGs f’k{kd izfrfu/kh
8. ek- Jh- iz’kkar ekyiqjs f’k{kdsÙkj izfrfu/kh
9. ek- MkW- jes’k vkoyxkodj lfpo

2.15 Whether the AQAR was placed in statutory body Yes No

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Management Syndicate Any other body

 Provide the details of the action taken

Approved with Minor corrections suggested.

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | -- | -- | -- | -- |
| PG | 02 | -- | 02 | -- |
| UG | 02 | -- | 01 | -- |
| PG Diploma | -- | -- | -- | -- |
| Advanced Diploma | -- | -- | -- | -- |
| Diploma | -- | -- | -- | -- |
| Certificate | 01 | -- | 01 | -- |
| Others | -- | -- | -- | -- |
| **Total** | 05 | -- | 04 | -- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | -- | -- | -- | -- |
| Innovative | -- | -- | -- | -- |

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

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 02 |  |       |       |
| Trimester | 00 |
| Annual | 02 |

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1.3 Feedback from stakeholders\* Alumni Parents Employers Students

 ***(On all aspects)***

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

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

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

Since the institution is not autonomous, it does not have the freedom to make its own syllabi. We follow the syllabi prepared by the respective board of studies of the affiliated university.

Since the institution is not autonomous, it does not have the freedom to make its own syllabi. We follow the syllabi prepared by the respective board of studies of the affiliated university.

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

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 12 | 09 | 02 | 01 | 00 |

2.1 Total No. of permanent faculty

03

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| -- | -- | -- | 01 | --- | --- | --- | --- | --- | 01 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

11

00

00

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 01  | 05  | 06 |
| Presented papers | 04 | 10 | 03 |
| Resource Persons | 00 | 00 | 01 |

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

* The Institutes Mission is ‘To spread the light of education by night’. The institute has developed and adopted its own ‘one to one’ interactive teaching method for its students. By considering every problem of the student it tries to provide best at its every level.
* Guest lectures were arranged on various topics.
* Educational trip was arranged.
* Home assignments and class tests were organized after the completion of topics in the syllabus.

2.7 Total No. of actual teaching days

188

 during this academic year

2.8 Examination/ Evaluation Reforms initiated by

 the Institution (for example: Open Book Examination, Bar Coding,

 Double Valuation, Photocopy, Online Multiple Choice Questions)

* Being affiliated college the institution has to follow the rules and regulations made by the university. From this year setting and sending the mid term exam papers were made online.

2.9 No. of faculty members involved in curriculum

 restructuring/revision/syllabus development

 as member of Board of Study/Faculty/Curriculum Development workshop

* This year **02** faculties have participated in curriculum restructuring workshops organised by the Pune University.

80%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

 Distribution of pass percentage:

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division |
| Distinction % | I % | II % | III % | Pass % |
| B.A. | 37 | 2.70 % | 27 % | 32.43 % | 00 % | 62 % |
| M.A.  | 04 | 00 % | 75 % | 00 % | 00 % | 75 % |
| B.Com. | 84 | 1.19% | 11.90 % | 20.23 % | 7.14 % | 44 % |
| M.Com. | 33 | 24.24 % | 60.60 % | 00 % | 00 % | 85% |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

* The IQAC with the help of various committees in the institution contributes in the teaching and learning process.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | 04 |
| UGC – Faculty Improvement Programme | 01 |
| HRD programmes | 00 |
| Orientation programmes | 00 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 00 |
| Others | 00 |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 04 | 06 | 00 | 01 |
| Technical Staff | 00 | 00 | 00 | 00 |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

* The IQAC, quality improvement committee and the research committee in the college jointly work for the promotion of the research climate in the institution. Faculty members are encouraged to prepare and send the research proposal to the university. Also encourage to participate in various conferences, workshops, seminars, symposiums. The management and IQAC has successfully acquired the permanent affiliation for the institution, now we are trying to get in to 2f and 12b status of the UGC so that the faculty will be eligible for the major and minor projects funded by the UGC.

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 00 | 00 | 00 |
| Outlay in Rs. Lakhs | 00 | 00 | 00 | 00 |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 01 | 00 | 00 |
| Outlay in Rs. Lakhs | 00 | 00 | 150000 | 00 |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 00 | 00 | 00 |
| Non-Peer Review Journals | 02 | 00 | 01 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 02 | 05 | 02 |

3.5 Details on Impact factor of publications:

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 Range Average h-index Nos. in SCOPUS

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects | 00 | 00 | 00 | 00 |
| Minor Projects | 00 | 00 | 00 | 00 |
| Interdisciplinary Projects | 00 | 00 | 00 | 00 |
| Industry sponsored | 00 | 00 | 00 | 00 |
| Projects sponsored by the University/ College | 02 | BCUD, S.P.P.U.  | 1,50,000/- | 00 |
| Students research projects*(other than compulsory by the University)* | 00 | 00 | 00 | 00 |
| Any other(Specify) | 00 | 00 | 00 | 00 |
| Total | 02 | 01 | 1,50,000/- | 00 |

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

00

00

00

 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : N.A.

 UGC-SAP CAS DST-FIST

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 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

00

00

00

 INSPIRE CE Any Other (specify)

00

00

00

00

3.10 Revenue generated through consultancy

 3.11 No. of conferences Organized by the Institution :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number | 00 | 00 | 01 | 00 | 01 |
| Sponsoring agencies | 00 | 00 | S.P.P.U. | 00 | S.P.P.U. |

03

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

00

00

00

00

3.13 No. of collaborations International National Any other

00

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

2000/-

00/-

 From Funding agency From Management of University/College

2,000/-

 Total

 3.16 No. of patents received this year : Nil

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | 00 |
| Granted | 00 |
| International | Applied | 00 |
| Granted | 00 |
| Commercialised | Applied | 00 |
| Granted | 00 |

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| 00 | 00 | 00 | 00 | 00 | 00 | 00 |

 Of the institute in the year : Nil

3.18 No. of faculty from the Institution

01

 who are Ph. D. Guides

 and students registered under them

04

00

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

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

00

00

00

 JRF SRF Project Fellows Any other

00

3.21 No. of students Participated in NSS events:

00

00

 University level State level

 National level International level

00

00

3.22 No. of students participated in NCC events:

00

00

 University level State level

 National level International level

00

00

3.23 No. of Awards won in NSS:

00

 University level State level

00

 National level International level

00

00

3.24 No. of Awards won in NCC:

 University level State level

00

00

 National level International level

00

00

3.25 No. of Extension activities organized

02

02

 University forum College forum

00

00

00

 NCC NSS Any other

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

* The institute organised a cultural program on the auspicious day of Makar Sankranti at Anath Hindu Mahilashram, Narayanpeth. This activity was purposefully planned as to make interaction between students and the orphans, and to make understand the students understand their responsibility towards society.
* The girl students visited at The Day care centre run by Shrimant Dagadusheth Halwai Trust, pune at Bhagyadaynagar, Kondhava on the festival of Rakhi Paurnima and tied Rakhi to the children of the prostitues; Rakhi is a bond of love and security between a brother and a sister. This activity created a bond between our girl students and the most depressed and deprived class of the society.
* An excursion trip was organised to Shrivardhan and Harihareshwar on 24/1/2015. In this trip we tried to increase students’ awareness about environment and nature decay.

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 41800sq.ft. | 00 | 00 | 41800sq.ft. |
| Class rooms | 17 | 00 | 00 | 17 |
| Computer Lab | 01 | 00 | 00 | 01 |
| Seminar Halls | 01 | 00 | 00 | 01 |
| No. of important equipments purchased (≥1-0 lakh) during the current year.  | -- | 02 | Self funded CCTV Camera system purchased and Xerox machine purchased with the fund from SPPU. | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | -- | 00 | 00 | 3,07,339/- |
| Others | 00 | 00 | 00 | 00 |

4.2 Computerization of administration and library

* All the activities of the administration are computerized. The library functions are done manually. Only one computer is made available in the library.

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing | Newly added | Total |
| No. | Value | No. | Value | No. | Value |
| Text and reference Books | 6066 | 757144 | 228 | 81764 | 6349 | 838908 |
| e-Books | 00 | 00 | 00 | 00 | 00 | 00 |
| Journals | 21 | 13030 | 26 | 21455 | 26 | 21455 |
| e-Journals | 00 | 00 | 00 | 00 | 00 | 00 |
| Digital Database | 00 | 00 | 00 | 00 | 00 | 00 |
| CD & Video | 00 | 00 | 00 | 00 | 00 | 00 |
| Others (specify) | 66 | 25280 | 55 | 11332 | 121 | 36612 |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Lab | Internet connections | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 31 | 20 | 05 | -- | -- | 07 | 01 | 03 |
| Added | -- | -- | -- | -- | -- | -- | -- | -- |
| Total | 31 | 20 | 05 | -- | -- | 07 | 01 | 03 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

 upgradation (Networking, e-Governance etc.)

* The institution has his own computer lab and training about ICT, Tally, and syllabus related activities are taken place in to it. No other program for technology upgradation conducted.

4.6 Amount spent on maintenance in lakhs:

75524

 i) ICT

553474

 ii) Campus Infrastructure and facilities

307339

 iii) Equipments

00

 iv) Others

936337

 **Total:**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* The IQAC encourage the students’ welfare committee and the SWO for the preparation of the different activities like personality development program, special guidance scheme and many other to be conducted for students support funded by the university. The institution is successfully running Earn and Learn Scheme for the needy students.

5.2 Efforts made by the institution for tracking the progression

* There is no particular system for tracking the progression, but some of the teachers voluntarily accept mentorship of students, their one to one contacts and the performance in the examination help the institution to track the progression of students.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 725 | 88 | 00 | 00 |

5.3 (a) Total Number of students

 (b) No. of students outside the state

00

00

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 595 | 73.18 |

|  |  |
| --- | --- |
| No | % |
| 218 | 26.81 |

 Men Women

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | NT | SBC | Physically challenged | Total | General | SC | ST | OBC | NT | SBC | Physically challenged | Total |
| 368 | 105 | 11 | 174 | 50 | 29 | 00 | 737 | 354 | 119 | 08 | 224 | 77 | 30 | 01 | 813 |

Demand ratio 83.33% Dropout 2.33%

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

* No such mechanism is available in the institute. But some teachers personally guide to the students who are interested in preparation of competitive exams

 No. of students beneficiaries

Not Available

5.5 No. of students qualified in these examinations

00

00

00

00

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

00101

00

00

00

5.6 Details of student counselling and career guidance

* The institution provides all above counseling services to its students. The teacher- student one to one interaction and good rapport between them made the environment student friendly. Every teacher provides counseling to students in their personal capacity. Teachers are always available to the students for the counseling. Prof. Jaya Badi of Psychology department particularly deals with the psychological issues, Prof. Manjusha Joshi provide career counseling and soft skill development.

Not available

 No. of students benefitted

5.7 Details of campus placement

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 00 | 00 | 00 | 00 |

5.8 Details of gender sensitization programmes: - Nil

5.9 Students Activities

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

00

00

00

09

00

02

 State/ University level National level International level

 No. of students participated in cultural events

 State/ University level National level International level

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

00

00

00

 Sports : State/ University level National level International level

00

00

02

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of students | Amount |
| Financial support from institution  | 01 | 6,700/- |
| Financial support from government | 55 | 1,85,015/- |
| Financial support from other sources | 01 | 5,000/- |
| Number of students who received International/ National recognitions | 00 | 00/- |

5.11 Student organised / initiatives

00

00

00

Fairs : State/ University level National level International level

00

00

00

Exhibition: State/ University level National level International level

02

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed : **No such grievances registered**

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

* Vision of the college-Empowerment of working and disadvantaged students by imparting education at night and providing opportunities of career and personality development
* To bring higher education within the reach of average, disadvantaged and working students.
* To encourage the overall personality development of students by motivating them into participation in various co-curricular, extracurricular and extension activates.
* Mission of the college- An institute dedicated to spreading the light of education by night.

6.2 Does the Institution has a management Information System

**Administrative procedure:**

* Use of tally for accounts.
* Daily rough cash book, personally checked by accountant and Principal.
* Time to time administrative meetings.
* Periodic meetings of various committees regarding examination, syllabi, cultural activities, excursion and so on.

**Evaluation and examination procedures:**

* Existence of full-fledged examination committee and updated maintenance of concerned records.
* Periodic meetings of examination committee.
* In-house central assessment program for quickest feedback on evaluation.
* Critical manual correction of border cases before declaration of results.

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

6.3.1 Curriculum Development

* Participation of the teachers in the workshops of various subjects revision and restructurization.

6.3.2 Teaching and Learning

* Academic calendar is prepared every year.
* Every teacher makes the annual teaching plan and work accordingly with the same.
* Teachers conduct the lectures so regularly that at the time of leave, alternative arrangements are made so that not a single lectures time will be wasted. Home assignments and class tests are conducted regularly.
* Students are encouraged to write for the college magazine as well for the wall magazine.
* After conclusion of every term, the Principal takes a feedback from the staff about the details of the teaching at the term end meeting.

6.3.3 Examination and Evaluation

* The evaluation methods are governed by the rules and regulation of the university. A separate college exam officer is appointed as per the directions of the university. He plans and implements all the examination and evaluation work. The institute conducts midterm and annual examination as per the college and university schedule.
* Bar coding, photocopy, etc. reforms are made by the affiliated university from this year and the institution has adopted the same.
* The first year students are not aware about the university exam pattern and the system of evaluation. At the beginning of the academic year, on the occasion of Principal address, the college exam officer gives detail information about it to all these students and explains the evaluation process and the eligibility conditions required to appear for internal exam as well as for external exam, similarly subject teachers also explain the same in their class.
* To improve results the students are assigned to home assignments, class tests.
* Commencement dates of Re term end examination, College Term end examination, university exams, programmes of oral- practical examinations Etc. are displayed on the notice board well in advance.
* As per the rules and regulations FYB.com/ BA classes evaluation is done meticulously by the college teacher.

6.3.4 Research and Development

* The management and institute encourage and motivate the teachers for Research, by undertaking minor projects from the BCUD, University of Pune and also by motivating them for the registration of M.Phil. and Ph.D.
* The IQAC and the research committee prepare proposals to the University for the Organization of seminars, conferences and workshops.
* The teachers are always encouraged for publishing research papers in the various publications, participation in conferences, workshops, and seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

* A well equipped library with recent research journals, reading hall, computer lab with internet facility and L.C.D. projector is made available to the faculty and students. However no major research facilities are developed and provided to faculty as there is no Research centre in the college. But the management is working hard on getting the status of 2f and 12 b by the U.G.C. to make such facilities available earliest in the institution.

6.3.6 Human Resource Management

* The institution strives to develop students by variety of activities like students welfare scheme, annual social gathering, Keshavsut karandak- a state level poetry competition organized by the college, gurupaurnima utsav, Teachers day, youth festival at the time of Swami Vivekanand Jyanti, Rakhi paurnima and maker sankranti celebration at various orphanages or other social institutions, study tours, and so on.

6.3.7 Faculty and Staff recruitment

* The recruitment of the faculty and non teaching staff is done on the basis of the type of post created, strictly following the rules and regulations laid down by the Government, affiliated university and the U.G.C.
* The temporary teaching and non teaching staff for unaided courses is recruited on yearly basis.

6.3.8 Industry Interaction / Collaboration

* Being a night college and being a small unit, running for earning students it is not possible to conduct such activity in the college.
* The students are encouraged to visit such industries at the time of their practical/project works.

6.3.9 Admission of Students

* Admission procedure is followed according to rules and regulations of University of Pune, and the Government.
* Our college is established for the deprived and working class of the society; hence we give admission on first come first basis. There is No merit list system followed by us.

6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching |  -- |
| Non teaching | -- |
| Students | Earn and learn scheme,The college pays the fees of the meritorious but poor students coming from our junior college wing. |

We are the part and parcel of the Saraswati mandir sanstha, thus it is not allowed us to create corpus fund separately.

6.5 Total corpus fund generated

√

6.6 Whether annual financial audit has been done Yes No

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

|  |  |  |
| --- | --- | --- |
| Audit Type | External | Internal |
| Yes/No | Agency | Yes/No | Authority |
| Academic | No | No | No | No |
| Administrative | No | No | No | No |

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

√

 For UG Programmes Yes No

√

 For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? N.A.

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

6.11 Activities and support from the Alumni Association - Nil

6.12 Activities and support from the Parent – Teacher Association - Nil

6.13 Development programmes for support staff - Nil

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

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

 functioning of the institution. Give details.

* The institute consistently engages in following practices:
* Keshavsut karandak state level poetry competition and workshop on poetry.
* Earn and learn scheme.
* Number of students and teachers are encouraged to participate in seminars, workshops, conferences.
* Gurupaurnima celebration.
* Regular meetings of L.M.C. are taken as and when required and as per the university guidelines.

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

 beginning of the year

* An excursion trip was organised at Shrivardhan Harihareshwar.
* Under compulsory medical examination of fresh students’ scheme, a medical check up of all first year students conducted.
* A Xerox machine and a CCTV camera system were purchased and installed.
* The institution organised 02 workshops in this academic year.

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

* Dept. of Marathi and Students welfare committee organizes a state level “Keshavsut Karandak” poetry competition for student- poets. This is the only state level competition organised by some college to develop students’ poetic and literary creativity. Participant student poets meet well-known Marathi poets and seek guidance from them. With the poetry competition the institute also organises a workshop on poetry. Till the year well-known poets like Mangesh Padgaonkar, F.M.Shinde, Sandeep Khare, Dr. Anand Yadav, Uttam Kamble, Ilahi Jamadar, Vijay Kuwalekar, and many more have guided the participants from all over Maharashtra. From its fifth year the University of Pune also appreciated this activity and since 2010 the institution is receiving fund from university to organise the activity.
* The college has adopted a number of practices, which have enabled it to achieve a measure of success in spite of its financial and other constraints. Practices like decentralization of work, unitization of syllabus, preparing an academic calendar at the beginning of an academic year, staff academy, annual social gathering, Celebration of Teachers day by giving students an opportunity to run the college, visit to orphanage and various social working institutions on festivals, etc.

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

7.4 Contribution to environmental awareness / protection

* The environmental awareness course is run by the institution for its second year undergraduate students, To complete this course with minimum C grade is mandatory for students, by the university notification , for this, the institute arranges a series of 40 lectures in which students are trained about environment awareness/ protection by the expert staff.
* An excursion trip is organised every year to various places to create environmental awareness among students.

√

7.5 Whether environmental audit was conducted? Yes No

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

**SWOT Analysis:-**

**Our Strength:**

* Educational mission and its accomplishment
* Committed faculty and staff
* Students: their strengths, will for education
* Centrally located
* High adoptability
* Welfare schemes for students
* Will to develop

**Our weakness:-**

* Dearth of infrastructural facilities
* No recognition of 2f and 12b

**Opportunities:-**

* Increase in number of students willing to take education by night
* To start short term certificate courses in commerce and arts faculty

**Threats:-**

* Challenge of professional courses to traditional courses
* Increasing number of institutions providing education by night
* Restrictions for the implementation of the professional courses by night

8. **Plans of institution for next year**

* To try to complete the procedure to get the 2f and 12b status of the UGC.
* To buy equipments like generator, printers, and add computers in the lab.
* To try to get sanctioned the proposals for seminars and conferences under quality improvement scheme of the university.

Name : Shri. Shriram Deshmukh Name:- Dr. Ramesh Awalgaonkar

Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC