# Internal Quality Assurance Cell (IQAC)

# Submission of Annual Quality Assurance Report (AQAR)

*(Revised in October 2013)*

**Year 2016-17**



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

# The Annual Quality Assurance Report (AQAR) of the IQAC - 2016-17

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. Pandurang Narhari Shende

Name of the Head of the Institution:

020-24433018

Tel. No. with STD Code:

+91 9822775623

Mobile:

Name of the IQAC Co-ordinator:

Smt. Manjusha Sudam Joshi

Mobile:

+91 8806266402

smncca@rediffmail.com

IQAC e-mail address:

Old ID nK-6&p4HQ

New MHCOGN 10749

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/AQAR16-17.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

2016-17

**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
5. AQAR 2013-14 *submitted to NAAC* on 02/11/2015
6. AQAR 2014-15 *submitted to NAAC* on 02/11/2015
7. AQAR 2015-16 *submitted to NAAC* on 30/09/2016

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 12(B)

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)

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

Savitribai Phule Pune University

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

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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*)

UGC-COP Programmes

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**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

02

09

2.10 No. of IQAC meetings held

02

02

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

00

00

02

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

06

01

07

00

00

Total Nos. International National State Institution Level

* Workshop on Marathi poetry
* Workshop on the: Act of sexual harassment at workplace.
* Workshop on protection of child rights.
* Workshop on premarital counseling.
* Workshop on women’s empowerment.
* Workshop on girl student’s personality development.
* Workshop on research methodology.

(ii) Themes

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 try to get minor and major projects sanctioned by the UGC. * To try to generate energy supply through the non traditional energy generation sources like the solar panel system. * 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. | * No achievement on this goal. * The institute has successfully completed this goal and now we are the first institution to install the Net metering project in Maharashtra, 8.5 kwp Grid-tie Rooftop solar power system which is now saving Carbon emission of 10,000 kg/year. * 02 printers are purchased by the college. * 01 electronic podium and speaker system is purchased with the funding from SPPU. * The Savitribai Phule Pune University has sanctioned 05 proposals for the college level workshops 02 proposals of lecture series. |

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

**(Annexure-1)**

**S. M. Sanstha’s**

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

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

**Ph. No.: 020–24486693, Fax No. 020-24433018**

**E-mail:** [**smncca@rediffmail.com**](mailto:smncca@rediffmail.com)

**Website: www.smnightcollege.org**

**Academic Planning for the Year 2016-17**

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##### First Term 15.06.2016 to 22.10.2016

Second Term 21.11.2016 to 02.05.2017

Dr. Deepak Vede    Prof. Shriram Deshmukh

Academic Planning Committee I/C Principal

## Monthly Planning

**\*June 2016\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Admission Committee Meeting  \* Sale of Forms for F. Y. B. Com. / B.A.  \* Interviews of CHB Teachers |
| **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. |
| **Third week** | \* First Term Starts from 15th June 2016  \* Sale of Forms for S. Y. B. A. / B.Com.  \* Declaration of Result of S.Y./ T.Y. B.Com. |
| **Fourth week** | \* Remedial Classes for F.Y. B. A & B. Com.  \* Admission of F.Y/S.Y. B.A/B.Com.  \* Preparation of Annual Report of the Year 2016-17 |
| **Fifth week** | \* Preparation of Time table for 2016–17  \* Beginning of Classes to F.Y.B.A & B.Com.  \* Admission of F.Y/S.Y. B.A/B.Com.  \* Annual Planning of Syllabus.  \* Remedial Classes for F.Y/S.Y B. Com/B.A. |

**\*July 2016\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Beginning of Classes to S.Y.B.A & B.Com.  \* Declaration of Result of S. Y./ T.Y. B.A.  \* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A.  \* Allotment of Various Committee  \* Regular Teaching of F.Y. / S.Y. B.A & B.Com. |
| **Second week** | \* Regular Teaching  \* Meeting of Exam Committee  \* Collection of Annual Syllabus /Teaching Plans  \* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A  \* Submission of Students Welfare Scheme Proposal to    University |
| **Third week** | \* Regular Teaching  \* Declaration of Result of M.Com  \* Submission of Keshavsut Karndak Proposal  \* Counseling Committee Meeting  \* Principal Meeting with Staff  \* Principal’s Address to F.Y.B.A / Com.  \* Meeting of College Magazine Committee  \* Meeting of NAAC Committee  \* Meeting of Exam Committee  \* Filling of Re-exam forms.  \* Cultural Program of Guru Pournima  \* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A |
| Fourth week | \* Regular Teaching  \* Declaration of Result of M. A.  \* Meeting of Book Selection Committee  \* Sport Guidance  \* Filling of Re-exam forms  \* Admission of S.Y/T.Y. B.A/B.Com/M.Com/M.A |
| **Fifth week** | \* Regular Teaching  \* Meeting of Extra Mural Department  \* Filling of Re-exam forms  \* Meeting of Quality Improvement Committee  \* Meeting of Department of Adult, Continuing    Education and Extension. |

**\* August 2016 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Filling of Re-exam forms  \* To Conduct Earn & Learn Scheme in College  \* Meeting of Vangamay Mandal  \* Distribution of Various Forms – Like EBC, BC    Scholarships etc.  \* Beginning of M.Com/M.A Classes. |
| **Second week** | \* Regular Teaching  \* Distribution of Practical Notebooks  \* SPPU Exam Forms S.Y.T.Y.B.Com/B.A Online    acceptance  \* Meeting of College Magazine Committee  \* Filling of Re-exam forms  \* Display of Re-term exam Time Table |
| **Third week** | \* Regular Teaching  \* Cultural Program – Independence Day  \* Medical Checkup of F.Y.B.Com/B.A Students  \* SPPU Exam Forms S.Y.T.Y.B.A Online acceptance  \* Poser Presentation–English & Marathi Department  \* Submission of Proposal to Extra Mural Department  \* Cultural Program –Raksha Bandhan |
| **Fourth week** | \* Regular Teaching  \* Proposals Submission of Various Programs to be    taken by Department of Adult, Continuing    Education and Extension.  \* Lecture on Counseling for Students  \* Submission of Proposals of Purchase of Equipments    to University  \* Medical Checkup of F.Y.B.Com / B.A Students  \* Meeting of Sports Committee  \* Inauguration Ceremony of Commerce Association |
| **Fifth week** | \* Regular Teaching  \* NAAC Committee Meeting  \* Cultural Committee Meeting for Teacher’s Day  \* Internal Anti Ragging Squad Committee Meeting |

**\* September 2016\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Programme of Teacher’s Day  \* Meeting of Sports Committee  \* Re-term Exam  \* Inauguration Ceremony of Vangamay Mandal  \* Medical Checkup of F.Y.B.Com / B.A Students |
| **Second week** | \* Regular Teaching  \* Re-term Exam  \* Staff Academy Lecture  \* Lecture on Carrier Guidance  \* Photo Collection for Students Council |
| **Third week** | \* Regular Teaching  \* College Foundation day  \* Poster Presented by Costing & Psychology.  \* Lecture on Counseling for Students  \* Lecture on Research Methodology  \* Meeting of Alumni. |
| **Fourth week** | \* Regular Teaching  \* Re-Term Exam  \* Practical Exam F.Y./S.Y./T.Y.B.Com.  \* Meeting of College Magazine Committee  \* Lecture organized by Commerce Association |
| **Fifth week** | \* Regular Teaching  \* Paper Assessment of Re-Term exam |

**\* October 2016 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Lecture on Carrier Guidance  \* Anti Ragging Committee Meeting  \* Meeting of Alumni. |
| **Second week** | \* Regular Teaching  \* Organization of Workshop of Personality    Development  \* Report Submission of Students Attendance  \* Exam Committee Meeting for Term end Exam  \* University Oct. Exam  \* Cultural Program of Bhondala & Dandiya |
| **Third week** | \* Regular Teaching.  \* Reading Day  \* Poster Presented by Banking & CPA.  \* Report Submission of Syllabus Completion  \* University Oct. Exam  \* Principal Meeting with Staff |
| **Fourth week** | \* Deepawali Vacation Period |
| **Fifth Week** | \* Deepawali Vacation Period |

**\* November 2016\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Deepawali Vacation Period |
| **Second week** | \* Deepawali Vacation Period  \* M. A / M.Com Mid Term Exam |
| **Third week** | \* Commencement of 2nd Term of the Academic    Year 2016 – 17 / 21st Nov. 2016 |
| **Forth week** | \* Term End Exam  \* University Exam M.A  \* Meeting of Keshavsut Karandak Committee  \* Principal Meeting with Staff  \* Meeting of College Magazine Committee  \* Poster Presented by Economics & M. Law.  \* Lecture organized by Commerce Association |

**\* December 2016 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching.  \* Paper Assessment of Term End Exam  \* Meeting of College Magazine Committee  \* Lectures of Special Guidance Scheme  \* Cultural Committee Meeting regarding College    Gathering  \* SPPU M.Com Exam |
| **Second week** | \* Regular Teaching.  \* SPPU Exam Online From  \* Programme Department of Adult, Continuing    Education and Extension.  \* Lectures of Special Guidance Scheme  \* Lecture Series of Extra Mural Department  \* Meeting of Quality Improvement Committee |
| **Third week** | \* Regular Teaching  \* Lectures of Special Guidance Scheme  \* Book Selection Committee Meeting  \* Poster Presentation by Maths & Geog. Dept.  \* Organization of Sport & other competition on    occasion of college Gathering |
| Fourth week | \* Regular Teaching  \* Annual Prize Distribution Programs  \* Gathering & Refreshment  \* Lectures of Special Guidance Scheme  \* Lecture organized by Commerce Association |
| **Fifth Week** | \* Regular Teaching  \* Lectures of Special Guidance Scheme  \* Meeting of College Magazine Committee  \* Internal Anti Ragging Squad Committee Meeting |

**\* January 2017 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Lectures of Special Guidance Scheme  \* Meeting of Keshavsut Karandak Committee  \* Lecture on Research Methodology |
| **Second week** | \* Regular Teaching  \* Declaration of Term End Result  \* Lectures of Special Guidance Scheme  \* Commerce week  \* Swami Vivekanand Jayanti  \* Meeting of Anti Ragging Committee  \* Purchase of Equipments  \* Program of Makar Sankrant  \* Lecture on Carrier Guidance |
| **Third week** | \* Regular Teaching  \* Lectures of Special Guidance Scheme  \* Lecture on Counseling for Students  \* Program of Youth Festival  \* Poster Presented by Computer & A/C. Dept.  \* Programme Department of Adult, Continuing    Education and Extension. |
| **Fourth week** | \* Regular Teaching  \* Lectures of Special Guidance Scheme  \* Keshavsut Karandak Competition |
| **Fifth week** | \* Regular Teaching  \* Lectures of Special Guidance Scheme  \* NAAC Committee Meeting  \* Meeting of College Magazine Committee  \* Meeting of Admission Committee |

**\*February 2017\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Lecture on Counseling for Students  \* Information Collection for Report of 2016-17 |
| **Second week** | \* Regular Teaching |
| **Third week** | \* Regular Teaching  \* Poster Presented by Political Sci. & History Dept. |
| **Fourth week** | \* Regular Teaching  \* Meeting of College Magazine Committee  \* Meeting of Alumni.  \* Anti Ragging Committee Meeting |

**\* March 2017 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Meeting of Admission Committee  \* Exam Committee Meeting – Practical Exam  \* Photo collection of Success Students & Devotional     teachers |
| **Second week** | \* Regular Teaching  \* Completion of Syllabus F.Y.B.Com & B.A  \* Submission of Projects of T.Y.B.A Economics  \* Practical Examination of F.Y./S.Y/T.Y.B.Com  \* Submission of Syllabus Compilation (B.Com & B.A) |
| **Third week** | \* Submission of Annual reports of Various    Committees for Magazine  \* Preparation of annual report for Submission to    University  \* Practical Examination of F.Y./S.Y/T.Y.B.Com  \* Annual Exam of F.Y.B.Com/ B.A  \* Report Submission of Student Attendance of    F.Y.B.A/Com |
| **Fourth week** | \* Accounts Report Submission to University (Adult,    Continuing Education and Extension.)  \* Accounts Report Submission to University of    Quality Improvement scheme  \* Annual Exam of F.Y.B.Com/ B.A  \* Printing of College Magazine  \* Farewell function for T.Y.B.A & B. Com    Students |
| **Fifth week** | \* University Exam  \* Submission of Annual reports of Various Committees  \* Report Submission of Student Attendance of    S.Y./T.Y.B.A/Com |

**\* April 2017 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Annual Exam of S.Y/T.Y. B.Com  \* Library Stock Taking |
| **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** | \* M. A / M. Com Mid Term Exam |
| Fourth week | \* Principal Meeting with Staff  \* Annual Exam M.A |
| **Fifth week** | \* Meeting of Admission Committee |

**\*May 2017\***

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

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

**’kS{kf.kd o 2014&15 rs 2016&2017**

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

2.15 Whether the AQAR was placed in statutory body Yes No

√

√

Management Syndicate Any other body

Provide the details of the action taken

Approved

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 | 10 | 02 | 00 | 00 |

2.1 Total No. of permanent faculty

04

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others/Principal | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| 01 | 01 | -- | -- | --- | --- | --- | 01 | 01 | 02 |

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

00

00

11

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 | Univ. level |
| Attended Seminars/ Workshops | 00 | 09 | 04 | 05 |
| Presented papers | 07 | 03 | 03 | 00 |
| Resource Persons | 00 | 00 | 01 | 00 |

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.
* Field visits were arranged.
* Home assignments and class tests were organized after the completion of topics in the syllabus.

196

2.7 Total No. of actual teaching days 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. The institution has adopted the system by making necessary changes accordingly.

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development

as a member of Board of Study/Faculty/Curriculum development workshop

Nil

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 | 1st class | Higher 2nd class | 2nd class | Pass class |
| B.A. | 31 | 01 % | 08 % | 03 % | 03 % | 00 % |
| M.A. | Yet to be declared |  |  |  |  |  |
| B.Com. | 79 | 01% | 13 % | 13% | 13 % | 07 % |
| M.Com. | Yet to be declared |  |  |  |  |  |

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 faculty benefitted* |
| Refresher courses | 00 |
| UGC – Faculty Improvement Programme | 00 |
| HRD programmes | 00 |
| Orientation programmes | 00 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 02 |
| Summer / Winter schools, Workshops, etc. | 01 |
| Others | 00 |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of Permanent  Employees | Number of Vacant  Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 04 | 06 | 00 | 02 |
| 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, to participate in various conferences, workshops, seminars, symposiums.

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 | 03 | 02 | 01 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 07 | 03 | 03 |

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 | Duration  Year | Name of the  funding Agency | Total grant  sanctioned | 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 |

01

01

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

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 | 06 |
| Sponsoring agencies | 00 | 00 | S.P.P.U. | 00 | 05-S.P.P.U.  01-college |

05

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

00

00

00

01

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year-

00

3.15 Total budget for research for current year in lakhs:

00/-

72,000/-

From funding agency From Management of University/College

72,000/-

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, who are Ph. D. Guides:

01

students registered under them

00

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

07

00

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 and social gathering on 24/12/2016.
* Marathi literary circle organised a lecture of Dr. Milind Joshi on 30/12/2016
* Birth anniversary of Swami Vivekanand was celebrated as Youth day, on 14/1/2017. A common reading activity of the literature of Swami Vivekanand conducted on that day in every class.
* Students were informed about the SOS Ambulance service (dial 180) and a live demo was given on 20/1/2017.
* A lecture series was organised on Youth education on 20/1/2017.
* Marathi language day was celebrated on 27/2/2017 on the occasion of the birth anniversary of Marathi laureate Shri. V.V.Shirvadkar.

**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 | - |
| Class rooms | 17 | 00 | 00 | - |
| Computer Lab | 01 | 00 | 00 | - |
| Seminar Halls | 01 | 00 | 00 | - |
| No. of important equipments purchased (≥1-0 lakh) during the current year. | -- | 01Sound system  02 printers | SPPU  Self funded | 93,412/-  15,700/- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | -- | Solar panel system | Self funded | 6,34,514/- |
| Others | 00 | 00 | 00 | 7,43,626/- |

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 | 6628 | 9,18,172 | 52 | 11336 | 6680 | 9,29,508/- |
| e-Books | 00 | 00 | 00 | 00 | 00 | 00 |
| Journals | 27 | 20,900/- | 27 | 22,930/- | 27 | 22,930/- |
| 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) | - | - | - | - | - | - |

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 | 00 | -- | 01 | -- | -- | 00 | -- | 00 |
| Total | 31 | 20 | 06 | -- | -- | 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 up gradation is conducted.

4.6 Amount spent on maintenance in lakhs:

1, 13,503/-

i) ICT

2, 97,126/-

ii) Campus Infrastructure and facilities

11,904/-

iii) Equipments

00

iv) Others

4, 22,533/-

**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 |
| 695 | 92 | 00 | 00 |

5.3 (a) Total Number of students

00

(b) No. of students outside the state

(c) No. of international students

00

|  |  |
| --- | --- |
| No | % |
| 553 | 70.26 |

|  |  |
| --- | --- |
| No | % |
| 234 | 29.73 |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | | | This Year | | | | | | | |
| General | SC | ST | OBC | NT | SBC | Physically challenged | Total | General | SC | ST | OBC | NT | SBC | Physically challenged | Total |
| 349 | 127 | 16 | 172 | 59 | 26 | 00 | 749 | 359 | 117 | 13 | 197 | 68 | 33 | 00 | 787 |

Demand ratio 100% Dropout 6.64%

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

Not Available

No. of students beneficiaries

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: -

      1)  A workshop on women’s empowerment was organised on 21/1/2017

2) A workshop on sexual harassment at workplace was organised on 27/2/2017

**5.9 Students Activities**

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

00

00

00

13

00

00

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

01

00

00

Sports: State/ University level National level International level

00

00

00

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of students | Amount |
| Financial support from institution | 03 | 14,882/- |
| Financial support from government | - | In process |
| Earn and learn scheme | 03 | 7,395/--by college  24,755/- by SPPU |
| Financial support from other sources(SPPU) | 15 | 81,000/- |
| 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

00

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 work on students overall personality development 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 cash book, personally checked by the Principal.
* Time to time administrative meetings.
* Periodic meetings of various committees regarding examination, syllabi, curricular and co-curricular activities, excursion and so on.

**Evaluation and examination procedures:**

* Existence of full-fledged examination committee and updated maintenance of concerned records. Appointment of chief examination officer.
* 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

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.
* 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. Now we have received the recognition of 2 (f) and 12(B) by the U.G.C. and trying to avail these 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 Jayanti, 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 Savitribai Phule Pune University, 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, hence we are not permitted 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 -

          A roof top solar panel system is installed, which is get done first ever by any institution. This system produces 8.5kwp of electricity and saves 10,000kg carbon emission per year.

**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 and other extra curricular activities.
* Gurupaurnima celebration. Visit to Orphanage, and other social institutions.
* 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

* Under compulsory medical examination of fresh students’ scheme, a medical check up of all first year students conducted.
* The institution organised 07 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.
* We are the first institution to install the Net metering project in Maharashtra, 8.5 kwp Grid-tie Rooftop solar power system which is now saving Carbon emission of 10,000kg/year.

√

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

**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 get minor and major projects sanctioned by 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.
* To built-up a parking shade for students in the parking area.
* To get the institutional Accreditation and assessment by NAAC.
* To get the audit and assessment procedure done by the Dept. of Higher Education, Government of Maharashtra.

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