# Internal Quality Assurance Cell (IQAC)

# Submission of Annual Quality Assurance Report (AQAR)

*(Revised in October 2013)*

**Year 2017-18**



**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 – 2017-18

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:

Shri. Vinay Shripad Bodas

Mobile:

+91 8888858940

IQAC e-mail address:

smncca@rediffmail.com

Old ID nK-6&p4HQ

New MHCOGN 10749

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

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

NAAC/WR/GH/MHCOGN10749/ 2nd Cycle/2017-18

Dated 9th August, 2017

*(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/AQAR17-18.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 (Old Pattern) | 2004 | 5 years |
| 2 | 2nd Cycle | B | 2.28 | 2017 | 5 years |
| 3 | 3rd Cycle | -- | -- | -- | -- |
| 4 | 4th Cycle | -- | -- | -- | -- |

01/12/2005

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

2017-18

**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
8. AQAR 2016-17 *submitted to NAAC* on 11/07/2017

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

--

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

--

--

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

UGC-COP Programmes

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**2. IQAC Composition and Activities**

06

2.1 No. of Teachers

01

2.2 No. of Administrative/Technical staff

00

2.3 No. of students

2.4 No. of Management representatives

00

01

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

01

Community representatives

02

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

2.9 Total No. of members

02

11

2.10 No. of IQAC meetings held

02

0

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

00

00

0

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
* Inter disciplinary Workshop for students at workplace.
* Workshop on Nirbhay Kanya.
* Workshop on National Integration.
* Workshop on Women’s Empowerment.
* Workshop on Student’s Personality Development.
* Lecture series on Youth Education.

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

* The IQAC with the help of college development 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 buy equipments like generator, printers, and add computers in the lab. * To try to get sanctioned the proposals for seminars and conferences under the funding provided by various schemes of the Savitribai Phule Pune University. * To begin more student centric activities and convert them into best practices. | * Two Proposal were submitted and sanctioned out of which One Project is completed   One Computer and 62 Chairs were purchased by the college.   * The Savitribai Phule Pune University has sanctioned 05 proposals for the college level workshops and 02 proposals of lecture series. * An Interdisciplinary seminar of our students was conducted and now we are planning to conduct the same every year. |

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

**(Annexure-1)**

**S. M. Sanstha’s**

**Saraswati Mandir Night College of Commerce & Arts**

**1359, Shukrawar Peth, Bajirao Road, Pune-2.**

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

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

**Website: www.smnightcollege.org**

**Academic calendar for the Year 2017-18**

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##### First Term - 15/06/2017 to 18/10/2017

Second Term - 13/11/2017 to 30/04/2018

Shri. Shriram Deshmukh Dr. P. N. Shende

Academic Planning Committee Principal

## Monthly Planning

**\*June 2017\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Admission Committee Meeting  \* Sale of Forms for F. Y. B. Com. / B.A.  \* Interviews of CHB Teachers  \* Meeting of NAAC Committee  \* Meeting of IQAC |
| **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 2017  \* Sell of Forms for S. Y. B. A. / B.Com.  \* Declaration of Result of S.Y. / T.Y. B.Com.  \* Bridge course for F.Y. B. A & B. Com.  \* Admission of F.Y/S.Y. B.A/B.Com.  \* Preparation of Annual Report of the Year 2017-18  \* Meeting of NAAC Committee |
| **Fourth week** | \* Preparation of Time table for 2017–18  \* Beginning of Classes to F.Y.B.A & B.Com.  \* Admission of F.Y/S.Y. B.A/B.Com.  \* Annual Planning of Syllabus.  \* Bridge course for F.Y/S.Y B. Com/B.A. |

**\*July 2017\***

|  |  |
| --- | --- |
| **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 Committees  \* Regular Teaching of F.Y. / S.Y. B.A & B.Com.  \* Orientation of students  \* Meeting of NAAC Committee |
| **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 all SPPU Depts. Proposal for various    schemes and funds  \* Gurupaurnima program  \* Alumni meeting |
| **Third week** | \* Regular Teaching  \* Declaration of Result of M.Com  \* Principal’s Meeting with Staff  \* Principal’s Address to F.Y.B.A / Com.  \* Meeting of NAAC Committee  \* Meeting of Exam Committee  \* Filling of Re-exam forms.  \* Meeting of Library committee  \* 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  \* Filling of Re-exam forms  \* Meeting of NAAC Committee  \* Lecture by Vishakha Committee |

**\* August 2017 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Filling of Re-exam forms  \* Orientation of students about Scholarships and Freeships.  \* Inauguration of Commerce circle  \* Beginning of M.Com/M.A Classes.  \* Workshop on women’s empowerment  \* Medical Check up of F.Y.B.Com/B.A Students |
| **Second week** | \* Regular Teaching  \* Online    submission of SPPU Exam Forms  \* Display of Re-term exam Time Table  \* Raksha Bandhan Program  \* Lecture on career guidance  \* Lecture on personality development |
| **Third week** | \* Regular Teaching  \* Cultural Program – Independence Day  \* Online    submission of SPPU Exam Forms  \* Poster Presentation  \* Staff academy lecture |
| **Fourth week** | \* Regular Teaching  \* Lecture on Counselling for Students  \* NAAC Committee Meeting  \* Re-term exam |

**\* September 2017\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Programme of Teacher’s Day  \* Re-term Exam |
| **Second week** | \* Regular Teaching  \* Staff Academy Lecture  \* Meeting with alumni  \* Paper Assessment of Re-Term exam  \* Commerce circle workshop |
| **Third week** | \* Regular Teaching  \* College Foundation day  \* Poster Presented by Vishakha committee.  \* Meeting of Alumni. |

**\* October 2017 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Swachch Bharat abhiyan  \* Lecture on Carrier Guidance  \* Lecture series – Barrister Jayakar and    Yashavantrao Chavan - By extra mural dept. |
| **Second week** | \* Regular Teaching  \* Organization of Workshop of women’s    empowerment  \* Exam Committee Meeting for Term end Exam  \* University Oct. Exam  \* Submission of Syllabus Completion  \* Principal’s Meeting with Staff |
| **Third week** | \*Diwali Vacation commences from 19/10/2017 |
| **Fourth week** | \* Diawali Vacation |

**\* November 2017\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Diwali Vacation |
| **Second week** | \* Diwali Vacation  \* M. A / M.Com Mid Term Exam |
| **Third week** | \* Commencement of the 2nd Term on 13/11/2017  \* Term End exam |
| **Forth week** | \* Term End Exam  \* University Exam M.A  \* Meeting of Keshavsut Karandak Committee  \* Principal Meeting with Staff  \* Meeting of College Magazine Committee |

**\* December 2017 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching.  \* Paper Assessment of Term End Exam  \* Meeting of College Magazine Committee  \* Cultural Committee Meeting regarding College    Gathering  \* SPPU M.Com Exam  \* Programme of Dept of Adult, Continuing    Education and Extension. |
| **Second week** | \* Regular Teaching.  \* SPPU Exam Online From  \* Lecture on Premarital counselling |
| **Third week** | \* Regular Teaching  \* Book Selection Committee Meeting  \* Poster Presentation  \* Annual social gathering week  \* Lectures of Special Guidance Scheme |
| Fourth week | \* Regular Teaching  \* Annual Prize Distribution Programs  \* Cultural program on Gathering  \* Lectures of Special Guidance Scheme  \* Lecture organized by Commerce Association  \* Meeting of Keshavsut Karandak Committee |

**\* January 2018 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Lectures of Special Guidance Scheme  \* Keshavsut Karandak competition  \* Lectures of Special Guidance Scheme  \* Personality development workshop  \* Nirbhay kanya abhiyan  \* Savitribai Phule birth anniversary |
| **Second week** | \* Regular Teaching  \* Declaration of Term End Result  \* Lectures of Special Guidance Scheme  \* Commerce week  \* Swami Vivekanand Jayanti  \* Lecture on Carrier Guidance  \* Guidance by alumni |
| **Third week** | \* Regular Teaching  \* Program of Makar Sankrant  \* Program of Youth Festival  \* Lecture of Vishakha committee  \* Health awareness lectures |
| **Fourth week** | \* Regular Teaching  \* Staff academy lecture  \* Meeting of alumni |
| **Fifth week** | \* Regular Teaching  \* Meeting of College Magazine Committee |

**\*February 2018\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching |
| **Second week** | \* Regular Teaching  \* Industrial visit  \* Lecture by Literary Circle |
| **Third week** | \* Regular Teaching |
| **Fourth week** | \* Regular Teaching  \* Meeting of College Magazine Committee |

**\* March 2018\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | \* Regular Teaching  \* Meeting of Admission Committee  \* Exam Committee Meeting – Practical Exam |
| **Second week** | \* Regular Teaching  \* Completion of Syllabus F.Y.B.Com & B.A  \* Practical Examination of F.Y./S.Y/T.Y.B.Com  \* Syllabus completion |
| **Third week** | \* Collection of the committees Report of the     current academic year  \* Practical Examination of F.Y./S.Y/T.Y.B.Com  \* Annual Exam of F.Y.B.Com/ B.A  \* Environmental awareness exam |
| **Fourth week** | \* Audit of the SPPU schemes  \* Annual Exam of F.Y.B.Com/ B.A  \* Printing of College Magazine  \* Farewell of last year students  \* Meeting of prospectus committee |
| **Fifth week** | \* University Exam  \* Submission of Annual reports of Various     Committees |

**\* April 2018 \***

|  |  |
| --- | --- |
| **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  \* M. A / M. Com Mid Term Exam |
| **Third week** | \* Annual Exam M.A. |
| Fourth week | \* Preparation of annual report of the college  \* Principal’s Meeting with the Staff  \* Meeting of Admission Committee  \* IQAC Meeting |

**\*May 2018\***

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

College Development Committee

1. Shri. V. V. Ambekar, Chairman
2. Shri. V. R. Kakatkar, Member, Sanstha Representative.
3. Shri. Dr. A. P. Kulkarni. Member, Sanstha Representative.
4. Shri. S. P. Chaudhari, Member, Secretary, S. M. Sanstha.
5. Shri. Sunil Marne, Member, Entrepreneur Representative.
6. Shri. S. G . Amte (CA) Member, Alumina Representative.
7. Shri. S. Y. Deshmukh, Member, HOD, Representative.
8. Shri. R. B. Agavane, Member, Faculty Representative.
9. Smt. Dr. S. S. Thorat, Member, Faculty Representative.
10. Smt. A. K. Jadhav, Member, Faculty Representative.
11. Shri. V. S. Bodas, Member, NAAC Co-ordinator.
12. Shri. R. S. Salve, Member, Administrative Staff Representative.
13. Principal, Dr. P. N. Shende, Secretary.

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 | 03 |

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Yd

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1.3 Feedback from stakeholders\* Alumni Parents Employers Students

***(On all aspects)***

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Y

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 |
| 13 | 10 | 02 | 01 | 00 |

2.1 Total No. of permanent faculty

05

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 |

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

00

00

13

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 | 00 | 00 | 03 |
| Presented papers | 01 | 03 | 00 | 02 |
| Resource Persons | 00 | 00 | 01 | 04 |

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.
* Formation of Examination Unfairness Committee.

189

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. Similarly the college has formulated Examination Unfairness Committee.

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

76%

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. | 27 | -- | 11.11 | 29.62 | 7.4 | 48.14 |
| M.A. | 03 | 33.33 | 66.67 | -- | -- | 100 |
| B.Com. | 95 | -- | 14.94 | 28.42 | 7.36 | 55 |
| M.Com. | 29 | 27.58 | 51.72 | 17.24 | -- | 96.55 |

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 Programs* | *Number of faculty benefitted* |
| Refresher courses | 00 |
| UGC – Faculty Improvement Program | 00 |
| HRD program | 00 |
| Orientation programs | 00 |
| Faculty exchange program | 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 Permanent  Employees | Number of Vacant  Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 04 | 06 | 00 | 03 |
| 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 | -- | -- | -- | -- |
| Outlay in Rs. Lakhs | -- | -- | -- | -- |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Completed** | **Ongoing** | **Sanctioned** | **Submitted** |
| Number | 01 | 01 | 02 | 01 |
| Outlay in Rs. Lakhs | 1,25,000/- | 4,00,000/- | 00 | 00 |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | **International** | **National** | **Others** |
| Peer Review Journals | 03 | -- | -- |
| Non-Peer Review Journals | -- | -- | -- |
| e-Journals | -- | -- | -- |
| Conference proceedings | 01 | 03 | 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 | Duration  Year | Name of the  funding Agency | Total grant  sanctioned | Received |
| Major projects | 00 | 00 | 00 | 00 |
| Minor Projects | 2017-18 | ICSSR | 4,00,000/- | 00 |
| Interdisciplinary Projects | 2017-18 | MSCW | 1,25,000/- | 1,25,000/- |
| Industry sponsored | 00 | 00 | 00 | 00 |
| Projects sponsored by the University/ College | 00 | -- | 00 | 00 |
| Students research projects  *(other than compulsory by the University)* | 00 | 00 | 00 | 00 |
| Any other(Specify) | 00 | 00 | 00 | 00 |
| Total |  | 02 | 5,25,000/- | 1,25,000/- |

00

00

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 (Funds

Rs. 1,04,500/-

00

00

From SPPU for

                                                                                                                    Extension and Research)

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 | 02 | 00 |
| Sponsoring agencies | 00 | 00 | SPPU | SPPU | 00 |

04

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

00

01

00

00

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:

Rs. 45,000/-

--

From funding agency From Management of University/College

--

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:

02

Students registered under them

06

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

08

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

On 25th July 2017, our students Celebrated the festival of “Rakhi Pornima” with the soldiers who are posted on the Indian Borders. This activity was conducted with the collaboration with an organisation, ‘Sainik Mitra Mandal’. Shri Anand Saraf of Sainik Mitra Mandal addressed to our students on this occasion.

**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. | -- | 00 | 00 | - |
| Value of the equipment purchased during the year (Rs. in Lakhs)   1. Computer   ii. Chairs | -- | 01  62 | Self funded  Self funded | Rs. 23,000/-  Rs. 73,300/- |
| Others – Parking Shed |  | 01 | SPPU | 4,71,833/- |

4.2 Computerization of administration and library

* All the activities of the administration are computerized. The library functions are done manually. 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 | 6,680 | 9,29,508/-- | 156 | 57,581/- | 6,836 | 9,87,089/- |
| e-Books | 00 | 00 | 00 | 00 | 00 | 00 |
| Journals | 27 | 22,930/- | 27 | 22,950/- | 27 | 22,950/- |
| 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 | 12 | 03 | 06 | -- | -- | 05 | 00 | 04 |
| Added | 01 | -- | -- | -- | -- | -- | -- | 01 |
| Total | 13 | 03 | 06 | -- | -- | 05 | 00 | 05 |

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

upgradation (Networking, e-Governance etc.)

* The institution has its own computer lab which provides training on ICT, Tally, and Syllabus related activities. Other program for technology up gradation has not been conducted.

4.6 Amount spent on maintenance in lakhs:

52,653/-

i) ICT

1,50,135/-

ii) Campus Infrastructure and facilities

1,34,953/-

iii) Equipments

-

iv) Others

3,37,741/-

**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 preparation helps the institution to track the progression of students.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 760 | 96 | 00 | 00 |

5.3 (a) Total Number of students

00

(b) No. of students outside the state

(c) No. of international students

00

|  |  |
| --- | --- |
| No | % |
| 588 | 68.69 |

|  |  |
| --- | --- |
| No | % |
| 268 | 31.3 |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | | | This Year | | | | | | | |
| General | SC | ST | OBC | NT | SBC | Physically challenged | Total | General | SC | ST | OBC | NT | SBC | Physically challenged | Total |
| 359 | 117 | 13 | 197 | 68 | 33 | 00 | 787 | 502 | 124 | 15 | 215 |  |  | - | 856 |

Demand ratio 100% Dropout 6.54%

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 creates student friendly environment. Every teacher provides counseling to students in their personal capacity. Teachers are always available to the students for the counseling. Smt. Jaya Badi of Psychology department particularly deals with the psychological issues (No. of Cases – 06); Smt. Manjusha Joshi provides career counseling and soft skill development.

06

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 18th August, 2017

2) A workshop on Nirbhay Kanya Abhiyan was organised on 24th January, 2018

**5.9 Students Activities**

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

00

00

00

00

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

00

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 | 10 | 11,205/--by college  1,00,845/- 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

01

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 regarding revision and restructure of the syllabi.

6.3.2 Teaching and Learning

* Academic calendar is prepared every year.
* 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 term end 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. On the occasion of students’ induction program, 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 given home assignments and class tests are conducted.
* 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, Savitribai Phule Pune University and they are motivated to register for M.Phil. and Ph.D. research.
* The IQAC and the research committee prepares and submits the 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.

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 Makar 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 of Maharashtra.
* 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 | 01 |
| Non teaching | 01 |
| Students | Earn and learn scheme,  The college pays the fees of the deserving meritorious students coming from our junior college wing.  Students are provided cover by Insurance |

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 | Yes | NAAC | Yes | Principal |
| Administrative | Yes | NAAC | Yes | Principal |

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

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 and other extracurricular activities.
* Gurupaurnima celebration. Visit to Orphanage, and other social institutions
* Celebration of International Yoga Day.
* Sent Rakhis and wished to Our Jawans under program “Sainik ho tumchyasathi”.
* N LIST Database made available to the faculties
* Constructed Parking Shed for Students Vehicles in Parking Area.
* The College got accredited & assessed by NAAC PEER team.
* Regular meetings of C.D.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 06 workshops, 02 Lecture Series, 01 Seminar and celebrated various days 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, 10kwp 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 get the audit and assessment procedure done by the Dept. of Higher Education, Government of Maharashtra.
* Provide Book Bank facility and question banks of all subjects to the students.

Name: Vinay Shripad Bodas Name: - Dr. Pandurang N. Shende

Coordinator, IQAC Principal

Cell No. +91 8888858940 Cell No. +91 9822775623