

The Annual Quality Assurance Report (AQAR) of the IQAC

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.

Part – A

I. Details of the Institution

1.1 Name of the Institution

Abeda Inamdar Senior college of Arts,
Science and Commerce, Pune

1.2 Address Line 1

2390B, K. B. Hidaytullah Road, New
Modikhana

Address Line 2

Azam Campus, Camp,

City/Town

Pune

State

Maharashtra

Pin Code

411001.

Institution e-mail address

prin-aisc@azamcampus.org
shailabootwala@azamcampus.org

Contact Nos.

020-26446970

Name of the Head of the Institution:

Dr. E. M. Khan

Tel. No. with STD Code:

020-26446970

Mobile:

9422013735

Name of the IQAC Co-ordinator:

Dr. Shaila Bootwala

Mobile:

9422025919

IQAC e-mail address:

iqacaisc@yahoo.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

12719

1.4 NAAC Executive Committee No. & Date:

(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)

EC/62/RAR/029 dated 5-1-2013.

1.5 Website address:

www.abedainamdarcollege.org.in

Web-link of the AQAR:

<http://www.abedainamdarcollege.org.in/mobileview/pdf/AQAR-2016-17.pdf>

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	1 st Cycle	B+	75.15	16.2.2004	16.2.2009
2	2 nd Cycle	A	03.11	05.1.2013	04.1.2018
3	3 rd Cycle				
4	4 th Cycle				

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

20/02/2004

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

2016-17

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

- i. AQAR 2015-2016 (05/07/2016)
- ii. AQAR 2014-2015 (01/07/2015)
- iii. AQAR 2013-2014 (17/04/2015)
- iv. AQAR 2012-2013 (21/10/2013) Uploaded on NAAC website

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phy. Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

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- NA

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE/DST Star Scheme

UGC-CE DST-FIST

UGC-Special Assistance Programme

UGC-Innovative PG programmes

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held **25**

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Preparation of RAR, RAR and Documentation, healthy Practices, Green Audit, AQAR to RAR.

2.14 Significant Activities and contributions made by IQAC

IQAC Modified the existing software for online feedback and one representative from each department was trained to upload the teacher and student data in the software. An online students' feedback in the new software was conducted by some of the departments.

IQAC organised training and follow up session on MOODLE software for PG staff members.

IQAC created a new dynamic website for the college. Training was given to one representative of each department on how to update information on the website. Individual departments can now update information about their departments.

IQAC established Quality Circles to introduce new protocols in administration to sort out issues related to mistakes being made in the names register.

IQAC prepared the compiled academic calendar of the college. The Time table for regular lectures and practical was also prepared in coordination with IQAC.

IQAC conducted Green Audit of the college with the help of Environmental Science Department, the Alumni Association of the college and an external agency—Green Solutions.

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 create a dynamic Website with administrative access to all departments.	A dynamic website for the college has been created.
To introduce a learning management system for all credit courses in such a way as to reduce the use of paper.	Learning Management System “Moodle” has been introduced for all credit courses.
Academic calendar was prepared at the beginning of the year	Most of the activities were carried out as per the academic calendar.
To maintain updated records of all administrative and support staff	IQAC conducted a meeting of all the support/administrative staff and gave guidelines for maintaining records. Verification schedule was displayed and verification was done. All files were submitted to IQAC
Setting up of quality circles for smooth administration	A circle has been constituted with staff members from exam, administration and eligibility section. Members of quality circles were briefed about the issues and they were trained to maintain records in correct format to avoid inconsistency in records at different levels.
To Prepare a Policy Manual of the college	The Policy manual was framed by the IQAC. A core committee was formed to study the draft. Suggestions were

	invited from all the senior staff members. The Policy manual draft was finalised by the core committee and was presented before the LMC for approval. The same has been approved and uploaded on college website.
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management Syndicate any other body

Provide the details of the action

The AQAR was placed before the management members in LMC meeting. The LMC approved the AQAR in a meeting held on Friday 28th April 2017.

The Annual Quality Assurance Report (AQAR) of the IQAC

PART B

AQAR 2016-17

Criterion I-Curricular Aspects

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	03	-	03	-
PG	12	-	12	-
UG	14	-	08	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	06	10	16*	-
Others	-	-	-	-
Total	35	10	39	16
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

* All certificate courses are value added / skill based programmes.

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

The U.G. and P.G. curriculum of all the courses offers a number of elective options. Along with the approved core subjects of the University curriculum, a student is allowed to offer any elective option. An option is also available to the student to pursue any certificate courses offered by the college, along with the regular degree program.

S.No	Subject	Core Papers	Elective options
1	English(M.A- II)	01	Choice of 3 out of 8
2	Sociology(M.A- II)	02	Choice of 2 out of 4
3	Pol Science(M.A.-II)	03	Choice of 1 out of 4
4	Economics(M.A.-II)	03	Choice of 1 out of 4
5	M.Com.-I	04	Choice of 1 out of 8
6	MCA Science III	05	Choice of 1 out of 4
7	MCA Commerce III	05	Choice of 1 out of 3
9	MSc Maths Part-II	3	Choice of 2 out of 9
10	MSc Chemistry Part-II	1	Choice of 1 out of 5
11	B.Sc. Chemistry	1	Choice of 1 out of 6
12	M.Sc. Comp. Sc. I	09	Choice of 2 out of 3

13	M.Sc. Comp. Sc. II	04	Choice of 4 out of 9
14	B.Sc. Maths	07	Choice of 2 out of 6
15	M.Sc. Microbiology II	03	Choice of 2 out of 4
16	B.Com.	05	Choice of 2 out of 12
17	BBA	08	Choice of 3 out of 5

In addition to the elective options the SPPU has made it mandatory to undertake Skill Development programmes at the P.G Level during the second year. There are options given to each faculty related to their subjects.

Subject	Skill Development Options
MA English, Urdu, Political Sc	Choice of 1 out of 9
MA Sociology, Economics	Choice of 1 out of 10
M.Com	Choice of 1 out of 10
MCA Commerce II	Choice of 1 out of 10
MCA Science II	Choice of 1 out of 12
M.Sc. Maths	No Choice (Latex and Scilab compulsory)
M.Sc. Chemistry	Choice of 1 out of 12
M.Sc. Micro	Choice of 1 out of 12
M.Sc. Comp. Sc. Part-II	Choice of 1 out of 16

(ii) **Pattern of programs:**

Pattern	Number of programmes
Semester	23
Trimester	-
Annual	06

1.3

Feedback from stakeholders*

Alumni ☒ Parents ☒ Employers ☒ Students ☒

Mode of feedback

Online ☒ Manual ☒ Co-operating schools (for PEI) ☐

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

Please refer to Annexure I (Page No. 37)

1.4

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

This year, there has been no change in syllabus of the University for any course. However, SPPU has added a course in Department of Physical Education which includes Course Work and Project for the first year UG Courses.

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

There has been no addition of a course, department or centre in this year.

Criterion – II - Teaching, Learning and Evaluation

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others Principal
79	55	22	01	01

2.2 No. of permanent faculty with Ph.D. 30

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

Asst. Professors		Asso. Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
21	0	0	0	0	0	0	0	21	0

No. of Guest and Visiting faculty and Temporary faculty

2.4

Guest	Visiting	Temporary
22	27	50

2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level	Others
Attended	36	43	50	36
Presented Paper	30	32	23	30
Resource Persons	04	00	02	04

2.6

Innovative processes adopted by the institution in Teaching and Learning

a)	<ul style="list-style-type: none"> a. Use of Podcasts as a teaching aid in English Special Class b. Field Work, Street play, Screening of Documentaries on social aspects c. Use of Easy class and Moodle –Web application for interactive teaching was introduced d. Use of CD and documentaries on the topics of syllabus as well as other issues related to the subject. e. Writing Blogs on topics related to economics and psychology. f. Documentaries on various industries, teaching and learning through direct internet usage in classroom, hands on training for Direct Tax Courses, case studies and e-assignments are also conducted for the students. g. Experiential Learning is a technique used by the Faculty of Commerce. The students are encouraged to put their academic knowledge to use in a mock business environment created by the college. The students perform role plays, prepare presentations on various topics of commerce and Business and carry out business activity within a limited budget for a limited period of time. h. During the National Level Conference students explore their academic understanding of various commercial concepts and theories through paper presentations on various topics related to business environment. These students' papers are also published. i. Personality development programs are routinely organised for the students. j. Topics like Effects of Soft Drinks on health & Environment, Various industrial disasters- Bhopal Gas Tragedy , Pesticides, off season fruits, Yoga, Exercise, Junk food Bio-magnifications, Carbon sequestration & Paris Conference were included in group activities of the environmental science department.
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2.7

Total No. of actual teaching days/ working days during this academic year :

UG: Teaching days -188 , working days - 236

PG: Teaching days - 200 , working days – 245

2.8

Examination / Evaluation Reforms initiated by the Institution

(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The college has to follow the system adopted by SPPU for examination. Only for PG classes flexibility is given to the colleges to conduct internal examination under credit system.

Some of the methods of internal assessment used by the college are as follows-

- a) Open Book tests for UG and PG
- b) Presentations and Class test
- c) MCQ have been introduced for internal evaluation. These are usually taken on line through “Moodle” LMS.
- d) Case Study assignments
- e) University has introduced Bar Coding and provision for getting Photocopy of Answer Sheet
- f) Revaluation is done at the university level if students fill the revaluation form within the stipulated time.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

06

2.10 Average percentage of attendance of students

73

2.11 Course/Programme wise distribution of pass percentage

Please Refer to Annexure II (Page No. 38)

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

- a) IQAC prepares the theory and practical time table for the college and circulates it to all the departments. The department and its staff prepares the departmental/individual timetable which is submitted to IQAC for monitoring
- b) The IQAC has assigned the responsibility to each head to monitor the teaching learning and internal assessment process in their respective department.
- c) Biometric attendance record is sent to every head by the in-charge person and cognizance of the same is taken. Any deviations from the time table are pointed out by the head.
- d) Vice –Principal of the college monitors the performance of the various heads.
- e) Each department makes an Annual Plan in consultation with IQAC and follows the teaching and exam schedules prepared by IQAC. Academic Calendar- ensures the incorporation of Co-curricular & Extra-curricular activities along with the curricular plan.
- f) IQAC takes feedback from students and its analysis is conveyed to individual teachers through the head of the department.
- g) IQAC motivates faculty members to conduct Innovative teaching and learning processes like group discussions, management games, academic topic crossword puzzles, Quizzes etc.

2.13**Initiatives undertaken towards faculty development**

Faculty / Staff Development Programmes	No. of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	02
HRD programmes	15
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the university	01
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	06
Others(MOODLE training, Website training FDP on UML, NUEPA)	40

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	11	0	0	0
Technical Staff	23	0	0	0
Peon	15	0	0	0

Criterion – III - Research, Consultancy and Extension

3

Research, Consultancy and Extension

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

- IQAC has formed research committee which co-ordinates various research activities in the college. It motivates the teaching staff to write proposals for research projects, to write research papers and to attend research conferences and faculty development programs. It also takes care of proper disbursement of funds to buy important equipment required for research in various departments. It has inspired departments to organize state, national and international conferences on relevant topics.
- IQAC has introduced “Research Awards” for staff who have won prizes in poster and paper presentation competitions at National and international levels. This motivates more staff members to pursue research.
- IQAC Recommends applications and gets funds sanctioned for research projects from the management.
- IQAC encourages the departments to create Collaborations & Linkages with various institutes of academic repute. Signing of MOU has resulted from many such linkages.
- IQAC also recommends purchase of reference Books, software and research Journals.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	07	05	00
Outlay in Rs. Lakh	190000.00	817000.00	1255000.00	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	38	21	00
Non-Peer Review Journals	04	00	00
e-Journals	02	00	00
Conference proceedings	10	12	29
Total	53	31	29

3.5 Details on Impact factor of publications

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total Grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2015-17	BCUD	485000.0	167682.0
	2016-18	BCUD	210000.0	105000.0
	2015-17	UGC	120000.0	60000.0
	2017-19	UGC	12550000.0	902500.0
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	1825000.0	1235182.0

3.7 No. of books published

i) With ISBN No Chapters in Edited Books

ii) Without ISBN No

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DBT

DST-FIST DPE

3.9 For colleges

Autonomy CPE DBT Star Scheme

INSPIRE CE

3.10 Revenue generated through consultancy in INR

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	1	2	1	1
Sponsoring agencies	-	BCUD	BCUD AMI	BSW, SPPU	AISC

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

08

3.13 No. of collaborations

International 1 National 3 Any other 08

3.14 No. of linkages created during this year

11

3.15 Total budget for research for current year in Lakh:

From funding agency	3886226.00
From Management of University/College	2100477.00
Expenses for ISTRA from Management	2260000.00
Total	27146703.00

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialized	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
06	02	03	01	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Guides 12

Students 37

- 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)**
- JRF SRF Project Fellow
- 3.21** **No. of students Participated in NSS events:**
- University level/College Level State level
- National level International level
- 3.22** **No. of students participated in NCC events:**
- University level//District Level State level
- National level International level
- 3.23** **No. of Awards won in NSS:**
- University level State level
- National level International level
- 3.24** **No. of Awards won in NCC:**
- University level/ District Level State level
- National level International level
- 3.25** **No. of Extension activities organized**
- Uni. forum College forum NCC
- NSS Any Other
- 3.26** **Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**
- Be safe week was observed and activities like Screening of Documentary, Demonstration on Anti-superstition, First Aid Training, Disaster Management workshop were conducted.
 - Anaemia Awareness Programme

- Organized a 7 days Residential NSS special winter camp at Koregaon Bhima village.
- Swacha and Swastha Bharat Abhiyaan
- Celebration of Constitution Day, Unity Day and Women's Day
- Tree Plantation
- Free Medical Check-ups,
- Plastic Free Campus Drive
- Blood Donation Camps
- Rallies, Marathons
- Self-Employment Training for Women
- Visit to Orphanage
- E-Waste Awareness Week

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 (Sq. Ft.)	10320	-	-	1037020
Class rooms	54 (28242.13)	-	-	54
Laboratories	28 (46308.77)	-	-	28
Seminar Halls	2 (4290.50)	-	-	02
No. of important equipments purchased (\geq 1-10 lakh) during the current year.	-	03 (749808.0)	6,41,808.00 (Management) 1,08,000.00 (BCUD,QIP)	03
Value of the equipment purchased during the year (Rs. in Lakhs)	-	981723.00	Management	981723.00
Others	-	-	-	-

4.2 Computerization of administration and library

Administration : All administrative communication between the teaching staff takes place either through email or whats app groups. Communication between non - teaching staff takes place through whats app group.

The complete administrative system is computerized and uses the software, “Vriddhie”.

Library : Library is automated with “Vriddhi” software with barcode technology. The following processes are completed using software.

1. Allotment of Accession Number to Book
2. Serial Control
3. Cataloguing
4. Acquisition
5. Issue-return
6. Periodical Record
7. Bar Code Printing
8. I-Card Printing
9. Book Card Printing
10. Scanning Process
11. The library also has OPAC Facility that enables browsing of Library resources.

The Library has subscribed Nlist (<http://nlist.inflibnet.ac.in>) database.

Details of Computers in Administration & Library:

Administration	No. of Computers	Library	No. Of Computers	Total
Vice Principal	1	Book Issue Section	09	
Principal	1	E -Library	79	
Back office	7			
E-Administration	4			
Account Department	4			
College Office	3			
Total	20		88	108

4.3**Library Services:**

- a) Book Lending
- b) Referencing,
- c) Reprographic Facility
- d) Book Bank
- e) Inter Library Loan
- f) Internet in Digital Library
- g) Reading Hall

	Existing 1991-2016		Newly added 2016-2017		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19329	2117448.65	-	-	19329	2117448.65
Reference Books	17175	6540670.54	310	207576.10	17485	6748246.64
e-Books	http://nlist.inflibnet.ac.in/					
Journals and magazine	84	72817.00	-	-	84	72817.00
e-Journals	http://nlist.inflibnet.ac.in/					
Digital Database	http://nlist.inflibnet.ac.in/					
CD & Video	1752	296589.65	11	1750.00	1763	298339.65
Others (specify)	Downloaded free online research publication like e-book, e-journals for ready reference.					

4.4

Technology up gradation (Overall) Waiting for new data

	Total Computers	Comp Labs	Internet	Browsing Centers	Comp Centers	Office	Dept.	Others
Existing	(529-11) 518 (11 Removed as Dead)	10	-	1 (71)	-	12	100	Scanner-6 Printers-64 LCD-17
Added	13	-	-	-	-	-	2	Printers – 2 LCD-2
Total	531	10	-	01	-	12	102	Scanner-6 Printers-66 LCD-19

4.5

Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.).

1. The college as a whole has 531 computers. All the computers are connected to lease line internet having speed of 135 mbps. The college campus as a whole is secure Wi-Fi enabled with speed of 54 mbps along with 35 routers. Every student and staff is provided with a Wi-Fi connection on his/her laptop, tablet or smart phone. Around 1500 Students of Abeda Inamdar Senior College are registered for wifi connection.
2. The Computer Science Department has adopted client-server technology with Dell Xeon 410 Server having 150 clients.
3. Technical upgradation of machines, software and anti-virus of all the departments of senior college is maintained by Department of Computer Science. Some machines of E-Library and other departments are maintained by Hardware Academy of Azam Campus under Annual Maintenance Contract (AMC) and the contract is renewed every year.
4. The college has adopted the ERP software Vridhhi. Thus teachers and students can communicate, exchange notes and give feedback through this ERP software. This software also helps in smooth and easy Online Admissions. Time tables and upcoming events are also displayed through this software. Teachers can maintain their daily teaching plan using the E-teacher diary provided by the software.
5. The college has adopted Moodle as learning management system. The

college is using Moodle for evaluation of assignment and quiz of all P.G departments and for maintaining the attendance of P.G students.

6. LCD projectors are placed in some class rooms and Computer Labs of college. Smart class technology uses all interactive modules like videos and presentation and these methods of teaching become appealing to students. Explanation and demonstration of the Computer Programming has become easier as all students can see the execution of the program at same time. This kind of education promotes more interaction between teacher and student with more participation from both sides.
7. Three smart classes have been developed to impart ICT based learning.
8. UPS backup for LAB – I , II, III and Office 20 K.V
LAB IV, V 20 K.V, E-Library 30 K.V,
LAB VI, VII PG Building 10 K.V + 5 K.V
Library 3 K.V + 3 K.V and Exam 2.5 K.V

4.6

Amount spent on maintenance in INR:

i) ICT	555197.00
ii) Campus Infrastructure and facilities	7137668.00
iii) Equipments	96880.00
iv) Others	-----
Total	7789745.00

Criterion – V- Student Support and Progression

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

All activities to be organized related to student support services are discussed and finalized in the first meeting of IQAC. The budget for the same is sanctioned. The Heads and coordinators are required to submit reports at the end of each term. The IQAC monitors the execution and progress of all these activities. Reminders for completion of activities are sent through IQAC. At the beginning of the academic year an orientation programme is organized by IQAC for the newly enrolled students. During the programme students are briefed on the various Support facilities provided by the college and the campus as a whole. Information on Students Welfare Board, Gymkhana facility, Students Council , National Cadets Corps, National Service Scheme, Competitive Examination Centre, Counselling Cell, Remedial Coaching, Women Grievance Redressal Cell and Library is given during this session. A special session is conducted for deserving and needy students to enlighten them about the Earn and Learn Scheme run by the Student Welfare Association.

IQAC organizes Special lectures to create awareness regarding Anti-Ragging Regulations and Gender Sensitization amongst students.

For the holistic development of students all the departments plan various co-curricular and extra-curricular activities with the help of IQAC. The programme for the whole year is discussed, finalized and displayed as Academic Calendar on the college website.

IQAC plays an important role in constitution of various committees to carry out activities under the student support scheme.

The IQAC disseminates information about different student support services through Website of the College, College Prospectus, Circulation of College Magazine ‘Shaheen’ giving reports of activities. Notices are displayed on display boards and notice boards. Circulation of notices in the classrooms, via SMS and social media is done to inform students about the different academic and extra-curricular activities being undertaken. Student Representatives are elected. They are used as a communication channel.

5.2

Efforts made by the institution for tracking the progression

There are 12 post graduate programmes and 3-Ph.D. programmes offered by the college. Most of the students prefer to pursue their post-graduation at the college.

In addition many students after completing their UG programs seek admission at the College of Education, and Management Institute which are run by the parent society and are housed within the same campus as the college.

Further the college has a very active alumni association with which the students are associated. The alumni association organises a number of events for the current students of the college as well as for the non teaching staff members. Apart from the regular organisation of activities at the college, the alumni of the college is also in touch with the college through face book, whatsapp and other social media platforms. These help to keep a track of the students after they graduate from the college.

5.3

(a) Total Number of students

UG	PG	Ph. D.	Total
4002	1115	29	5146

(b) No. of students outside the state 493

(c) No. of international students 227

Men	No.	%
(UG+PG)	1862	36.18

Women	No.	%
(UG+PG)	3284	63.81

Last Year (UG+PG)						This Year (UG+PG)					
G	SC	ST	OBC	PC	T	G	SC	ST	OBC	PC	T
4150	267	17	446	14	4894	4396	271	12	458	09	5146

Demand ratio 1:1.05

Dropout % UG = 1.8% and PG = 0.2%

5.4

Details of student support mechanism for coaching for competitive examinations

The college has established P.A.Inamdar Career Academy to coach students for various Government competitive examinations such as CDSE, NDA & AFCAT, Banking, RRB and MPSC. This Academy is headed by Asst. Prof. L. K. Singh. This year two students have got recommended for NDA, one for Police Sub Inspector and one for Sales tax inspector.

No. of students beneficiaries 103

5.5

No. of students qualified in these examinations

Sr. No.	Name of Exams	Number of the students enrolled	No of students Appeared	No of students qualified
1	AFCAT	20	5	00
2.	IBPS Banking	50	00	00
3.	Combined Defense Service Examination	00	00	00
4.	NDA	4	2	2
5	MPSC	2	2	2
6	Railway Recruitment Board, Mumbai	30	4	00
7	Staff Selection Commission	20	7	Result awaited
8	Total	126	20	4

5.6

Details of student counselling and career guidance

No. of Students	Details of counselling and career guidance Programme (Lectures/Seminar)
150	In the month of August , the career academy visit all the classes and explained to all the students about various vacancies in government sectors and whenever vacancies arise students are again informed and helped in filling the forms . The interested students are trained for Defense Services, Banking SSC, MPSC and Railway services.
200	Career Guidance programs were also organized for the students to guide them to pursue Careers in Accounting, Banking and also on preparing for competitive exams.
100	Career options in Molecular Biology
105	Guest lecture on Career Guidance including Preparation of Resume, participation in group discussions, how to face personal interviews etc
115	Workshop on placement opportunities in life sciences in India and Abroad
30	Orientation program for opportunities in Hospital management

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
35	385	52	203

5.8**Details of gender sensitization programmes**

Orientation workshop entitled “Sexual Harassment” was organized to create awareness about gender sensitization on 5th August 2016.

A presentation on Sexual Harassment Of Women At Workplace Act 2013 was given by Advocate Ms. Sultana Sheikh for the faculty of Commerce on 16th December 2016.

A movie “It’s a Girl: The Three Deadliest Words in the World” was screened on 2nd January 2017 for students of B.Com.

Street Play entitled “Uski Ghutan” on 10th February 2017 in association with Men Against Violence and Abuse (MAVA).

5.9**Students Activities****5.9.1 No. of students participated in Sports, Games and other events**

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**Sports**

State/ University level National level International level

Cultural

State/ University level National level International level

Other Events (Exhibition, Poster Competition, Seminars)

State/ University level National level International level

5.10

Scholarships and Financial Support

	2015-16		2016-17	
	No. of Students Applied	Amt. Received	No. of Students Applied	Amt.
Financial Support from Institution				
Diet Scholarship & Fee Concession	11	25295	20	103053
Financial Support from Government				
SC	106	1448055	111	1494945*
NT	25	28490	22	330310*
SBC	03	11025	11	112290*
OBC	65	171445	51	143290*
ST	00	00	01	27285*
Total	251	1659015	223	2108120
EBC	02	0	0	0
Ex. Servicemen	01	245	1	245*
Defence	09	2455	03	735*
STC/PTC	01	730	01	970*
State Govt. Post Metric Minority	739	**	649	**
KrantijyotiSavitribai Scholarship	11	55000	12	60000
ArthikDurbal	09	51000	19	87000
Rajya Sarkar Khuli /Phy/Maths Sch	11	00	48	00
Gunwant Sch. ArthikSahay	24	420000	16	246000
RajashreeShahuMaharajSch	05	0	01	12000
Central Govt. Post HSC Minority	348	**	326	**
State Govt. Handicap Scholarship	3	**	4	**
P.A.Inamdar Scholarship	14	65705	12	405000
Total	1177	595135	1092	
Number of students who received International/ National recognitions	-	--	-	-
Scholarship from other sources	-	-	-	-
Figure shown with * is yet to be received. ** The scholarship amount is credited to students' Bank Account directly.				

5.11 Student organized / initiatives

Fairs

College Level

03

State/ University level	01	National level	0	International level	0
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Exhibition

State/ University level	0	National level	0	International level	0
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5.12 No. of social initiatives undertaken by the students

01

5.13 Major grievances of students (if any) redressed

Nil

Criterion – VI - Governance, Leadership and Management

6 Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission Statement: Read to Lead.

Vision: Education to the minority section of the society belonging to the socially, educationally and economically weaker background.

To educate is to empower.

To educate women is to empower a nation.

6.2 Does the Institution have a management Information System

- a) The college uses the ERP software "Vridhhi". All data pertaining to students, salaries, fee receipts, profile of teaching staff etc. is available to the management for decision making as and when required. MOODLE has been implemented at PG level in the college.
- b) The administrative staff and IQAC visit the websites of UGC, SPPU and DHE- Government of Maharashtra regularly. Important circulars and notices are communicated to respective departments.
- c) The College is also registered on MIS portal of Government of India.

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

6.3.1 Curriculum Development

- a) Some faculties are members of Board of Studies, SPPU.
- b) Staff members participate in syllabus restructuring workshops organised by SPPU.
- c) Implementation of credit based system at PG class.
- d) Every year per semester one course syllabus is framed by the Department of Mathematics for M.Sc.-II and approval is received from the University.

6.3.2 Teaching and Learning

- a) Guest lecturers are organized for the students to update knowledge with latest trends in technology.
- b) PG students are guided for research projects.
- c) Remedial coaching is organized for weak and meritorious students to improve the performance of the students.
- d) www.easyclass.com as knowledge harvesting tool under ICT
- e) Organized various activities for the students like class tests, e-assignments, visits, tours, competitions, guest lectures, participation in workshops in other colleges, discussions, Arts fest, Wordsmiths Nook, Vocabulary Games.
- f) Organization of competitions like Best Manager Contest, Use of Management Games to understand certain management concepts, Academic Quiz Competitions, presentations, role plays and debates on academic topics..

6.3.3 Examination and Evaluation

- a) The College appoints an internal squad during all examinations.
- b) CCTV cameras are installed in the examination building.
- c) The college organizes an Internal CAP for the Term End examinations and the First Year Annual Examinations.
- d) Students are also evaluated on the basis of Class room seminars using ICT, Quiz Competitions, Group Discussions and Debates on current topics of academic interest.
- e) Continuous assessment through a bouquet of methods like class test, quiz, presentation, for all P.G sections
- f) Mock Practical test for U.G Students to improve the technical knowledge.

6.3.4 Research and Development

- a) Conferences and symposia are organized and attended by staff and students.
- b) Research papers published and posters presented by staff and students.
- c) Two National conferences and one state level conferences were organized
- d) One workshop on research methodology for M.Com students organised
- e) Lectures of scientists and researchers were organized.
- f) Staff members are pursuing M.Phil. and Ph.D. Degree. 02 Staff members have availed leave under FIP.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- a) Central Library has 36814 books, Text and reference books.
- b) In addition the departments have individual departmental Library.
- c) Two water coolers of 50 Litre capacity have been installed.
- d) 80 portals are available for students in digital library for reading study material.
- e) Two new instruments worth Rs. 600000/- have been added.

6.3.6 Human Resource Management

- a) Required qualified staff is appointed.
- b) Need based training is provided to the staff.
- c) Staff members are relieved to attend Seminars, Workshops, Conference and Training Programmes for quality improvement.
- d) Technical and Support staff members are encouraged to pursue further education.
- e) IQAC updated the individual files of technical and support staff.

6.3.7 Faculty and Staff recruitment

- a) Faculty and staff are recruited on merit basis as per UGC and university norms.
- b) Visiting and guest faculty are invited as per the requirement.

6.3.8 Industry Interaction / Collaboration

- a) Collaboration with Sunbird Medica to check efficacy of ozonator manufactured by them.
- b) Collaborative Project between ISTRA and Kansas Medical Centre, USA.
- c) Collaboration M. A. Rangoonwala College of Dental Sciences and Research Centre, Pune.
- d) Muslim Bank provides hands on training to all our Third Year B.Com students on banking activity.
- e) Collaboration with National Entrepreneurship Network to promote entrepreneurship amongst the students

6.3.9 Admission of Students

- Online Admission procedure is adopted.
- Students are admitted on merit basis at P.G Level.
- All U.G. admissions are based on first come first served basis. The college admission process follows the process required for linguistic and religious minority educational institutions.

6.4 Welfare schemes for

Teaching	Loan facility available from Azam Credit Society
Non-teaching	1. Loan facility available from Azam Credit Society 2. Loan facility at zero interest available from 'Social Welfare Society', an NGO and an exclusive endeavour of the Non teaching staff.
Students	Poor fund (contributed by teachers). Names of bright and needy students are forwarded to student welfare committee for absorption in earn and learn scheme Some teachers are members of a public Trust. Through the trust they aid poor students with their fee payments. They further run a parallel earn and learn scheme for poor students.

6.5 Total corpus fund generated: The College has Fixed Deposits worth Rs. 35,00,000/-. However during the year 15-16 and 16-17, no addition to the corpus fund was made.

6.6 Whether annual financial audit has been done:
Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Senior/experienced staff from other colleges	Yes	HOD of other departments
Administrative	Yes	Senior/experienced staff from other colleges	Yes	IQAC/LMC

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

For UG Programmes	No
For PG Programmes	No

The college conducts the Central Assessment Program for all First Year undergraduate

examinations. The college declares the First Year results within 30 days of holding the examinations.

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

As per the credit system introduced by the University for all P.G courses, 50% of the marks are for internal assessment. There is flexibility in the way assessment can be done. Variety of methods like presentations, assignments, tests, group work like surveys, research projects etc. are used to evaluate a student. Thus the University is moving from an examination system that gives marks for memory to an examination system that evaluates the actual learning of the students.

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

- a) The University has given the affiliated colleges the autonomy for the conduct of the First Year Undergraduate Examination, Central Assessment Programme and the declaration of results.
- b) For the under graduate courses at second and third year, 20% marks are included from Internal assessment, which is autonomous to the college.
- c) At the post graduate level, credit system has been introduced which has 50% weight-age from internal assessment and evaluation. This evaluation process is autonomous.

6.11 Activities and support from the Alumni Association

The College has a proactive registered Alumni Association. In the current academic year the alumni association has organized five workshops and a guest lecture on Students perception on Demonetization. The workshops were conducted for the support staff of the college where in training was given for mixer and gas stove repairing. The college Alumni conducts various programs for the present students. An exhibition was organized by the Mathematics department which was sponsored by the alumni association. Till date alumni association has collected Rs.6,60,000/- and a fixed deposit of the said amount is held with the Muslim cooperative bank. Regular meetings are held by the Alumni Association and they constantly endeavor to provide new and different inputs and experiences for the current students.

6.12 Activities and support from the Parent – Teacher Association

Regular Parent-Teacher Meetings are organized by various departments. Feedback and suggestions on the curriculum and institute are taken from the parents during these meetings. Parents are requested to come forward and contribute towards quality improvement through suggestions. Parents of outstanding students are felicitated during the Annual Prize Distribution which enhances the interaction between parents and teachers.

6.13 Development programmes for support staff.

- a) A session was conducted for support staff in which they were guided to prepare and update their personal files. These files were then verified and collected by the IQAC.
- b) Alumni association conducted workshops for the support staff of the college where in training was given for mixer and gas stove repairing

- c) I.T Training for appearing for MS-CIT is provided to the supporting staff. This certificate course enables the staff to effectively use the computer for various departmental works.
- d) Staff members are encouraged to pursue higher education. All supporting staff that takes admission for higher education is granted a 50% fee concession by the management.
- e) The college provides English language training to support staff.
- f) Fee concession is given to the wards of supporting staff studying in the campus.

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

The institution has conducted green audit and will try to implement the suggestions given there in as much as possible. The college is also in process of fixing solar panels which will reduce the use of electricity and save on power bills.

The campus has large number of trees. The society maintains the greenery and cleanliness of the campus by employing a large number of maintenance staff. Dust bins are available at every 100 meter. The grass out-field with a 400 meter running track on the circumference of this field is maintained by sprinklers. Green galaxy, a beautiful Open classroom surrounded by greenery is maintained by the parent society. Sanibins are maintained throughout the year. The campus is a horn free, dirt free and tobacco free zone. The college has initiated the process of composting of tree waste using biosanitiser (an enzymatic preparation obtained commercially). The college is also in the process of installing rain water harvesting system.

Criterion – VII - Innovations and Best Practices

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.

- a) Introduction of MOODLE SOFTWARE for PG under ICT adopted and commenced from the current year (2016-17).
- b) BCA Students are encouraged to participate in online training and test for programming language like C, Programming Advanced Web Technology organized by IIT Mumbai.
- c) Campus To Corporate” (C2C) program for training UG students to make them compatible to meet the need of industry and place them as per their appropriate skills under the guidance of Vision Foundation
- d) Skill Development Initiative Scheme Based on Modular Employable Skills (MES) - Module - Accounting for F.Y. S.Y and T.Y. B.Com students.
- e) Mentorship program: The Department of Commerce initiated Mentorship Program for students to help them discover their interests, encourage academic excellence and personal growth and to develop certain skills through constructive interactions and guidance. Each teacher mentors at least two students and detailed record of the same is maintained. The same was initiated in the year 2015-16 and institutionalized by IQAC during the year 2016-17.
- f) Setting up of quality circles for smooth administration.
- g) A Policy Manual specific to the activities of the college was drafted and published on the college website.

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

- a) Departments carry out activities as per the academic calendar. The reports of the activities are communicated to IQAC.
- b) At the beginning of each term, head conducts the meeting to allot workload and other departmental duties to staff members. Feedback meetings are taken by the HOD regularly during the year. Staff members are required to submit the syllabus completion report at the end of each term. Results are discussed and remedial sessions are planned for the academically weak students.
- c) For the activities which are left or have been skipped, a reminder mail is sent by Head to the respective teacher in-charge.
- d) Senior faculty members are appointed as conveners of various committees for the smooth conductance of co-curricular and extracurricular activities. These committees submit the report of activities to IQAC.

7.3 Give two Best Practices of the Institution

- a) Mentorship programme
- b) Setting up of quality circles for smooth administration.

Please Refer to Annexure III (Best practices) Page No. 40

7.4**Contribution to environmental awareness / protection**

- a) Water samples from Azam Campus were tested periodically to ensure the quality of drinking water by the department of Microbiology.
- b) Arranged state level conference on conservation of Biodiversity. 13 resource persons delivered lectures and 120 participants had registered for conference.
- c) Autonomous Certificate Course in Environmental Management
- d) Conducted lectures promoting conservation value-Kitchen Waste Management, Eco-tourism, Natural disasters, Sustainable development, GIS & Remote sensing Olive Ridley Turtles, Snakes and their importance.
- e) Interaction & discussion with activists and Film screening on various environmental issues. Lokayat (an NGO) gave talks on Dying rivers of Pune city
- f) Hosting and co-organising a one day program as a part of the Kirloskar Vasundhara International Film Festival.
- g) Study visits and tours to places like national Parks, Sanctuaries, Soil Survey dept, IITM, KAAS plateau VSI, AFARM etc.
- h) Lectures, competitions, street plays and surveys on e- waste management and Hazardous waste management
- i) Projects on Carbon Footprint and Carbon sequestration, Tree Plantation by NSS.
- j) A project with 'Swachh' on Solid waste management of Pune city and Swachh Bharat Abhiyan programmes

7.5**Whether environmental audit was conducted?**

Yes.

7.6**Any other relevant information the department wishes to add.****SWOT Analysis****Strength**

- a. Well-diversified faculty and good student's strength.
- b. Well equipped laboratories with latest computers and internet facility.
- c. ICT is intensively used in the teaching-learning process,
- d. Soft Skill development and training programs for students to promote functional knowledge and application skills to increase student's academic progression and employability.

Weakness

- a. Most of the students are from vernacular medium and need training in communication skills and English language skills.
- b. As no cut-off percentage is laid down, many students with low percentage are provided with opportunity to learn but the overall passing percent although higher than University is still lower than desired by the college.
- c. A large part of the student population consists of girls. Most girls lack support from parents or in-laws for their orientation towards higher education and pursuit of a career.
- d. Most of the courses are self-financed.

Opportunity

- a. Increasing Industry interaction by signing MOUS/ linkages.
- b. Improvement in On Campus Placement of students.
- c. To bridge the Gap between prescribed syllabus and latest changes taking place at national and international level through introduction of various certificate courses.
- d. To strengthen collaborative Research with reputed research centres.

Challenges

- a. International and off-campus study and exchange programs
- b. As new trends in information technology are emerging, we cannot inculcate all trends in our syllabus as syllabus is restructured every three to five years.

Plans for Next Year : In the coming academic year the college has plans to :

- a) Conduct special coaching for foreign students.
- b) Focus on campus Placements.
- c) Organise and participate in awareness programmes on social and environmental issues.
- d) Add to the existing Linkages and collaborations with reputed Institutes .
- e) Increase the number of publications in research journals.
- f) Encourage Staff to undertake major research work under UGC /BCUD
- g) Promote Industry-Academia collaborations.

Annexure I

Analysis of Feed Back

Feed Back from Students: An online/Offline Students' feedback regarding the curriculum, Institution and Teachers is taken in the prescribed format.

The feedback on curriculum is analysed and suggestions are sent to Members of Board of studies for further action. The Institutional feedback is studied and relevant suggestions are discussed in the staff meetings. They are further forwarded to the Principal for implementation.

Feed Back about the teachers from the students is collected and the findings of the feedback are shared with the concerned teachers by the respective heads of departments. This practice helps to appreciate the positive inputs received from the students as well as the shortcomings in teaching and interaction are also informed so that the teacher can work upon those areas for improvement.

Analysis of Feedback from Parents:

The feedback from parents is taken during Parent –Teacher Meetings. Parents are requested to give their feedback on curriculum and Institute. Appreciation by the parents is a great motivation for the staff members to continue with the excellent work. Almost all the parents appreciate the facilities in the laboratories and latest technology based education being imparted to their children. Suggestions by parents are put up before the Principal/Management for consideration.

Analysis of Feedback from Alumni:

The Alumni Association conducts a number of programs for the Alumni as well as the current students of the college. During the Annual General Meeting of the Alumni, a feedback is taken from them. The feedback given by the alumni is considered wherever relevant. The Alumni is happy to be in touch with the college and contribute to its growth and development through donations.

Annexure II

Course/Programme wise distribution of pass percentage

U.G. Result April-2016. Examination

Sr. No.	Class	Total	Appeared	Absent	Distinction	First Class	High. II Class	II Class	Pass Class	ATKT	Failed	Total Passed	Pass %
1	F.Y.B.A	295	291	4	21	62	27	21	14	96	50	241	82.82
2	S.Y.B.A	221	220	1	0	0	0	0	133	61	26	194	88.18
3	T.Y.B.A	156	155	1	16	69	23	9	2	0	36	119	76.77
4	F.Y.B.Com.	973	971	2	49	96	43	64	48	323	348	623	64.16
5	S.Y.B.Com.	411	408	3	0	0	0	0	195	140	73	335	82.11
6	T.Y.B.Com.	316	313	3	6	55	42	30	2	0	178	135	43.13
7	F.Y.B.Sc.	220	218	2	51	35	9	8	1	80	34	184	84.40
8	S.Y.B.Sc.	117	117	0	0	0	0	0	60	52	5	112	95.73
9	T.Y.B.Sc.	119	119	0	38	34	4	1	0	0	42	77	64.71
10	F.Y.B.Sc.CS	192	192	0	11	25	17	14	11	75	39	153	79.69
11	S.Y.B.Sc.CS	123	123	0	0	0	0	0	34	84	5	118	95.93
12	T.Y.B.Sc.CS	71	58	13	13	11	1	0	0	0	33	25	43.10
13	F.Y.BBA	188	187	1	8	31	9	16	2	100	21	166	88.77
14	S.Y.BBA	106	105	1	0	0	0	0	37	52	16	89	84.76
15	T.Y.BBA	105	105	0	6	37	21	15	1	0	25	80	76.19
16	F.Y.BCA	191	190	1	24	17	6	5	7	111	20	170	89.47
17	S.Y.BCA	151	151	0	0	0	0	0	68	46	37	114	75.50
18	T.Y.BCA	113	113	0	8	22	12	16	5	0	50	63	55.75

P.G. Result April-2016. Examination

Sr. No.	Class	Total	Appeared	Absent	Grade O	Grade A	Grade B	Grade C	Grade D/Passes	ATKT	Failed	Total Passed	Pass %
1	M.A. Socio-I	30	30	0	0	0	0	0	26	2	2	28	93.33
2	M.A. Socio-II	34	34	0	8	15	10	0	0	0	1	33	97.06
3	M.A. English-I	52	52	0	0	0	0	0	34	16	2	50	96.15
4	M.A. English-II	47	47	0	7	6	21	8	1	0	4	43	91.49
5	M.A. Urdu-I	21	21	0	0	0	0	0	19	1	1	20	95.24
6	M.A. Urdu-II	14	14	0	12	1	0	0	0	0	1	13	92.86
7	M.A. Pol Sc-I	49	49	0	0	0	0	0	45	4	0	49	100.00
8	M.A. Pol Sc-II	32	32	0	6	21	5	0	0	0	0	32	100.00
9	M.A. Eco.-I	22	22	0	0	0	0	0	15	5	0	20	90.91
10	M.A. Eco.-II	11	11	0	1	0	6	3	0	0	1	10	90.91
11	M.Com.-I	106	106	0	0	0	0	0	88	17	1	105	99.06
12	M.Com.-II	106	106	0	48	29	18	3	1	0	7	99	93.40
13	M.Sc.Micro-I	45	45	0	0	0	0	0	29	16	0	45	100.00
14	M.Sc.Micro-II	36	36	0	16	6	2	0	0	0	12	24	66.67
15	M.Sc. Anal.-I	47	47	0	0	0	0	0	15	31	1	46	97.87
16	M.Sc.Anal.-II	45	45	0	8	8	18	0	0	0	11	34	75.56
17	M.Sc.Org.-I	48	48	0	0	0	0	0	32	16	0	48	100.00
18	M.Sc.Org.-II	37	37	0	4	14	6	1	0	0	12	25	67.57
19	M.Sc. Maths.-I	79	79	0	0	0	0	0	34	36	6	70	88.61
20	M.Sc. Maths.-II	69	68	1	7	17	19	10	0	0	15	53	76.81
21	M.Sc.C.S.-I	27	27	0	0	0	0	0	27	0	0	27	100.00
22	M.Sc.C.S.-II	12	12	0	3	4	2	0	0	0	3	9	75.00
23	M.C.A Com-I	15	15	0	0	0	0	0	3	11	1	14	93.33
24	M.C.A Com-II	2	2	0	0	0	0	0	2	0	0	2	100.00
25	M.C.A Com-III	5	5	0	3	2	0	0	0	0	0	5	100.00

Best Practices 2016-17

- 1. Title of the Practice: Student Mentoring Programme**
- 2. Goal:** To guide and support student towards achievement of Personal, behavioural, academic and career goals.
- 3. The Context:** The College caters to the economically and socially backward sections of society. Such students face a very different background at home compared to the one they have in college. An educated mentor at home is lacking. Thus a teacher mentor could fill the vacuum.
- 4. The Practice:** The teacher identifies students who need attention and guidance. Further interactions lead to understanding the student and his family background. If required the teacher meets the parents at home/ in the college and is actually involved in the growth and development of the student. The teacher is the guide and mentor of the student and aids the student not just in the career decision making process but also in personal decision making and making behavioural changes.
- 5. Evidence of Success:** Students under the mentorship program showed increased self-confidence. Their participation in curricular and co-curricular activities increased. A change in behaviour too was noticed.
- 6. Problems Encountered and Resources Required:** The student is reluctant to share the problems and issues during the initial stages. Some teachers are naturally good at mentoring. The students seem to flock to them. A few teachers do not have a great knack for mentoring.
- 7. Contact Details:** Name of the Principal: Dr. E. M. Khan
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Best Practices 2016-17

1. **Title of the Practice:** Setting up of Quality Circle
2. **Goal:** To streamline various administrative processes
3. **The Context:** The college admission process is online. In addition, the examination forms are filled online on the University website. Many students make spelling mistakes or fill in incorrect data at these stages. Administrative office of the college fills online information for the eligibility with the help of documents submitted by the students. Mismatch of the information filled by office and students leads to problems at the time of finalizing eligibility records, hall tickets with incorrect entries, and problems of incorrect names in mark sheets.
4. **The Practice:** A quality circle has been constituted which includes the staff members dealing with admissions, eligibility and examinations. All decisions taken in any of these sections is taken after a joint meeting of all three overlapping sections. Thus if there is any impact of a decision in one section on another section, it is pointed out immediately. Thus all three sections run parallel and all three are informed of what is happening in the other. Best decisions are thus taken and any negative impact on the other departments is immediately resolved.
5. **Evidence of Success:** The process has enabled to maintain the correct record of all the students. The issues arising out of mismatch and / or incorrect details have been resolved successfully. The administrative processes have been streamlined.
6. **Problems Encountered and Resources Required:** It was difficult to collect all required staff for meetings during office hours. Thus it was decided to hold the meetings 30 minutes before college hours/ after student's office timing hours.
7. **Contact Details:**
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