

# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **M.C.E. SOCIETY'S ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE AND COMMERCE**

ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE AND COMMERCE  
2390-B, K. B. HIDAYATULLAH ROAD, AZAM CAMPUS, NEW MODIKHANA,  
CAMP, PUNE 411001

411001

[www.abedainamdarcollege.org.in](http://www.abedainamdarcollege.org.in)

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

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NAAC

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Abeda Inamdar Senior College of Arts, Science and Commerce, Pune affiliated to Savitribai Phule Pune University, was established in 1991. It is a multi-faculty college and offers 18 UG and 12 P.G programs along with 03 Research Centers in English, Chemistry and Commerce. The college has been recognized as one of the best five colleges of Pune City based on a India Today Magazine survey in 2008, 2009, 2010, 2011 and 2016. In 2015 the college ranked 45th amongst the best colleges in the country as per India Today Survey.

One patent under the class C08L65/00 has been filed collaboratively by Dr. Naseem Deshpande from the Physics Department.

A faculty member and a student have represented India as Peace Ambassadors for 'Wholesome Leadership Training Workshop' at UK through Lila Poonawalla Foundation.

### Location

The college has a strategic location in city and is easily accessible from all parts through public transport system. The college is one of the 29 institutes run and governed by Maharashtra Cosmopolitan Education Society, Pune.

### Management

The Maharashtra Cosmopolitan Education (M.C.E.) Society is one of the oldest educational organizations of Pune and has done pioneering work in the field of education, particularly for the socially and economically backward sections of society. It is a Religious and Linguistic Minority Education Institution established under article 30 (1) of the Constitution of India. It is registered under the Society's Registration Act of 1860 and is also a Public Trust registered under Bombay Public Trust Act 1950.

### Vision

- Education to the minority section of the society belonging to the socially, educationally and economically weaker sections.
- To educate is to empower.
- To educate women is to empower a nation.

### Mission

**'Read to Lead'**

## College Logo:

<http://iqacabedainamdar.blogspot.in/2017/12/college-logo.html>

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

1. The College is a Religious and Linguistic Minority Educational Institution under the meaning of Article 30 (1) of the Constitution of India and gets the exclusive benefit defined for such institutions. It enables the college to fulfill its objective of imparting education to the deprived sections of society.
2. The college is centrally located in Pune Cantonment Area. It is easily accessible by public transport system. The college has sufficient number of E-Classrooms, Smart Class Rooms, Laboratories, Seminar Halls, LCD Projectors, Computers and Laptops. Instruments required for conducting Research level syntheses and experiments are available in research laboratories. Environmental friendly practices are implemented on a large scale.
3. Over a period of 25 years, the phenomenal academic growth has led to recognition in the society. The college offers **33** programs at undergraduate, post graduate and research levels.
4. The excellent results and consistent appearance of students in the merit list of the University has drawn a large number of applications for admission, which is more than the sanctioned strength in most of the courses.

### Institutional Weakness

1. The college has a policy of giving admission on first come first serve basis and thus loses out on academically bright students who approach late for admissions.
2. Girls constitute a larger base of students' strength and continuity of their education is many a-times a problem due to socio-cultural challenges like family pressure for marriage and post marriage opposition to further post-graduate education, which affects students' academic progression.
3. Progression to further higher education suffers because many students come from economically weaker sections of society and support their families during and immediately after graduation.
4. The college is located in the Cantonment area and infrastructural expansion is restricted due to FSI regulations.

### Institutional Opportunity

1. The college can introduce new programs and increase the number of divisions as there is increase in demand for admissions.
2. Research can be strengthened by increasing the number of research centers and research guides.
3. The college can increase skill development, value added and vocational programs to enhance employability.
4. The college can develop Industry-Academia liaisons to strengthen on campus placements.

### Institutional Challenge

1. The college has 58% UG and 100% PG self-financed programs and increasing the number of such courses catering to students with financial constraints is a challenge.
2. Varying pattern of demand for few conventional undergraduate courses affects infrastructural planning and retention of staff.
3. Strengthening experiential learning methods to supplement the current prescribed syllabi in the given time frame is sometimes a challenge.
4. The college has to explore possibilities of introducing updated and current trends under the existing curricular constraints of the affiliating University.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The planning of the Academic and co-curricular activities of the college is executed by IQAC before the initiation of the new academic year. Inputs from all the departments are considered at the end of a given academic year for the planning of the next academic year.

The IQAC plans the College Time Table to ensure effective curriculum delivery throughout the year.

As per the suggestions of previous NAAC Peer Team, the College has introduced certificate courses in Event Management, Retail Management, Banking, Insurance, Accountancy, Bio-Informatics, Computerized Accounting (Tally). In the assessment period **32** certificate / value added courses have been conducted benefitting 58% of the total students.

Staff members are actively involved in curriculum design with **131** participations in syllabus restructuring workshops and teaching methodology on new courses in the assessment period. ICT workshops have benefitted **27** staff members under faculty development programs.

**07** teachers are members of BOS, Savitribai Phule Pune University and Autonomous Colleges and **02** teachers are members of Faculty, SPPU.

All PG programs offer Choice Based Credit System. Elective options are also offered at UG level in few programs. The college ensures that issues relevant to Gender Sensitization, Human Values, Environment and Sustainability are addressed through co-curricular and extracurricular activities. PG students undertake research projects and carry out field work if required.

Structured feedback on curriculum taken from students, parents, employers and alumni is analyzed and suggestions are forwarded to BOS members. Analysis of the same is also displayed on the college website.

### Teaching-learning and Evaluation

The college admits students on a first come first served basis. The college follows reservation policies of the State government as applicable to minority institution. Online mode of application has facilitated admission process for all the students and is particularly helpful to students from other states and countries. The college provides **250** portals for students during the period of admission. In the current academic year, out of **5412** students admitted, **562** students are from other states and **212** are international students.

The college has qualified and efficient staff members **30** of whom are doctorates, **13** are M. Phil., and **11** are Research guides recognized by SPPU. In all, **21** research scholars have completed Ph. D. and **32** students have completed M. Phil. under these guides. At present **19** staff members are pursuing M. Phil. or Ph. D.

Students from diverse background secure admission. Academically weak students are helped through remedial coaching and counseling. The classrooms and laboratories are equipped with computer, LCD Projector and Sound System. Experiential methods of learning include Class Room Seminars, Group Discussion, Problem Solving Sessions, Quizzes, Poster and Model Competitions, LittFest, Elocution Competitions and Paper Presentations. Teachers use e-learning resources in their lectures. Guest lectures are also organized for academic enrichment of students.

At the University examination the performance of students is satisfactory. In university examination, **27** students, which include **07** Gold Medalists and **05** second rank holders, have appeared in the merit list during the assessment period.

### **Research, Innovations and Extension**

The college provides conducive atmosphere to promote research. In the assessment period the management has provided **Rs. 40,00,000/-** to the incubation center: "Interdisciplinary Science Technology Research Academy" (ISTRA).

The college has three Research Centers in Chemistry, Commerce and English. 11 of the staff members are Research Guides.

In the assessment period grant of Rs. **43,00,000/-** has been sanctioned through **01** Major and **24** Minor Research projects. Faculty members have **380** publications in International and National journals which include **153** in UGC recognized journals many of which have good impact factor and Scopus index.

Around **500** participations have been recorded in International and National conferences and **170** full length papers in proceedings have been presented. Staff members have contributed in **74** books as authors or through edited chapters. The college has published **16** issues of bi-annual journal "Cosmos", which is listed as a peer reviewed journal on the website of SPPU.

College has signed **29** MOUs with industries, academic institutes and NGOs.

The College has active NCC and NSS Units. Extension activities are organized through Departments, Adult Continuing Education and Extension, Extra Mural Board, NSS and NCC Units, Committees and Associations. Outreach programs like E-waste Collection, Blood Donation Camps, Dental and Health Checkups, Anti-Superstition Demonstrations, Gender Sensitization Programs, Disaster Management Workshops, Environmental and Social Surveys and Visits to Orphanages are conducted. The college has an active Women Studies Centre.

Skill development programs are organized for empowering women from weaker sections of society. The college provides consultancy services in various sectors.

### **Infrastructure and Learning Resources**

The College is established on 3 Acres of land with sufficient infrastructural support to run all the programs. The college has Classrooms, Seminar Halls, Smart Class Rooms and Laboratories for teaching, learning and research spread over seven buildings. The institution has two auditoriums for conducting seminars, workshops, symposia and conferences. Staff Rooms and Cubicles for staff and Separate Boys' and Girls' Common Rooms are provided in addition to adequate seating arrangements for the students.

ICT facilities are available in class rooms and laboratories. The college has adequate number of computers with latest configuration and power back up. Internet connection through Wi-Fi (54Mbps) and LAN (200 Mbps) is available through 35 routers.

The college library has adequate number of text books and reference books. It subscribes to 85 journals in addition to various online resources like N-List Program and National Digital Library (NDL). Digitization of library has facilitated allotment of Accession Number to Books, Serial Control, Cataloguing, Acquisition, Issue-Return, Bar Code, I-Card Printing and Scanning Process through Software. The library has OPAC Facility that enables browsing of Library Resources.

Digital library has seventy nine computers for the students and staff. Around 1500 Students of Abeda Inamdar Senior College are registered for Wi-Fi connection. The library uses the Vriddhi ERP Module to maintain the records.

Other facilities, namely, Hostel, Water Filters, Canteens, Washrooms, Health Services, Transport, Firefighting equipment, Parking Space, Security services and Indoor and Outdoor sports are available.

### **Student Support and Progression**

The college has a structured student support mechanism. Student profiles with extensive data help to identify the students for career guidance and counseling.

The institution comprehensively plans various student welfare initiatives in areas such as admission, infrastructure, curricular, co-curricular and extension activities.

The college helps economically backward students by providing them with fee concessions and scholarships. Students are given information regarding various scholarships and financial schemes by government and non-government organizations. Student Welfare Officer oversees the activities of the Student Development Board. Economically underprivileged students are helped by 'Earn and Learn Program'.

The college runs capability development schemes like soft skills, career counseling, Bridge courses, remedial coaching and training for Competitive examinations. The college traces the Students progressing to higher education and encourages them for the same. The Placement Cell assists in on and off campus placements.

The Physical and Mental health of the students is taken care of by a number of programs and activities conducted. A large number of Sports and cultural events are organized every year. The students actively participate at National and International sports tournament, co-curricular activities and cultural events and during the assessment period have won **36** awards for the same.

Grievance Redressal Cell, Anti-Ragging Committee and Anti-Sexual Harassment Cell of the College take measures to prevent incidents of ragging and sexual harassment on the campus. The college has an International

Student Cell to cater to the needs of the international students. Helpline for Physically Disabled and for students' grievance redressal are in place.

### **Governance, Leadership and Management**

The college has a visionary management who incorporates quality in education through innovative measures. The College Development Committee (CDC), formerly termed as Local Management Committee (LMC) is instrumental in planning, monitoring and evaluating the administration and academic processes. The management through the CDC has well defined policies for generation and utilization of funds. The staff members become part of the planning and decision making process of CDC through representative members. Major decisions like Budget, New Courses, Staff Appointments and implementation and accountability of the teaching-learning process are recommended by the CDC.

IQAC conducts meetings with the core committees, Head of departments and conveners of committees. The IQAC has set norms to assess the teaching learning, infrastructural facilities and teaching outcomes. The major policy decisions are routed through the IQAC, which plans the execution of curricular, co-curricular and extra-curricular programs. The IQAC lays emphasis on academic excellence using student-centric approach and increasing Research output. The IQAC has contributed significantly in institutionalizing its best practices.

A system for Regular Assessment of Teaching and Non-Teaching Staff through Academic Performance Indicator (API), confidential reports and Students' feedback analysis is in place. The college has appointed an internal and external auditor whose suggestions are used to improve the accounting financial system. The University and UGC authorities carry out an audit of the funds sanctioned by them. The auditors from the department of Higher Education carry out an external audit of the teaching and non-teaching salary disbursed by the

### **Institutional Values and Best Practices**

The college is conscious of imbibing Social Responsibilities through the Institutional Values charted out. Socially important aspects like gender equity promotion programs and Gender Sensitivity issues are addressed through the measures like Safety and Security on the Campus, Students Welfare committee, Counseling of students at all levels. The college is under CCTV Surveillance. Indisciplinary behavior if any is handled through appropriate channels.

Environmental Consciousness and Sustainability is practiced through alternate and renewable energy sources like Solar panels and Rain Water Harvesting. Green practices include use of Public Transport, minimal plastic usage and use of LED fittings. The census of trees in the campus has been conducted and they have been appropriately labeled.

The IQAC charts out Best practices and institutionalizes them regularly. The college has defined codes of conduct for students, Teaching and supporting staff and practices the same. The institution maintains complete transparency in its academic and administrative functions.

The institution promotes practice of national integration, communal harmony and social cohesion and fundamental duties through various programs and activities. The College focuses toward the education and development of the socially and financially weaker sections of society in general and Muslims in particular.



The college practices first come first served admission policy to accommodate the first generation learners that constitute a large portion of the undergraduate students. The college is surrounded by a poor and middle class habitation. This policy ensures that the students living in the vicinity of the college are accommodated.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	M.c.e. Society's Abeda Inamdar Senior College Of Arts, Science And Commerce
Address	Abeda Inamdar Senior College of Arts, Science and Commerce 2390-B, K. B. Hidayatullah Road, Azam Campus, New Modikhana, Camp, Pune 411001
City	PUNE
State	Maharashtra
Pin	411001
Website	<a href="http://www.abedainamdarcollege.org.in">www.abedainamdarcollege.org.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Shaila Bootwala	020-26446970	9422013735	020-26457577	prin-aisc@azamcampus.org
IQAC Coordinator	Gauri S. Devasthale	020-25385908	9822418705	020-26430962	dgauri1972@yahoo.co.in

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	Yes
Linguistic	Yes
Any Other	No

<b>Establishment Details</b>				
Date of establishment of the college	26-08-1991			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Maharashtra	Savitribai Phule Pune University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>			
2f of UGC	08-07-1996			
12B of UGC	30-11-1998			
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Abeda Inamdar Senior College of Arts, Science and Commerce 2390-B, K. B. Hidayatullah Road, Azam Campus, New Modikhana, Camp, Pune 411001	Urban	3	8185.86

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	XII	English	48	48
UG	BBA,Commerce	36	XII	English	60	60
UG	BBA,Commerce	36	XII	English	60	60
UG	BCom,Commerce	36	XII	English	375	375
UG	BCA,Commerce	36	XII	English	176	176
UG	BCom,Commerce	36	XII	English	375	375
UG	BBA,Commerce	36	XII	English	60	60
UG	BSc,Chemistry	36	XII	English	72	72
UG	BSc,Microbiology	36	XII	English	72	72
UG	BSc,Mathematics	36	XII	English	72	72
UG	BA,Urdu	36	XII	English,Urdu	48	48
UG	BA,Sociology	36	XII	English	48	48
UG	BA,Economics	36	XII	English	48	48
UG	BA,Political Science	36	XII	English	48	48
UG	BSc,Computer Science	36	XII	English	160	160
UG	BCA,Computer Science	36	XII	English	88	88
UG	BSc,Environmental	36	XII	English	72	72

	Science					
UG	BA,Psychology	36	XII	English	48	48
PG	MA,English	24	B.A.	English	60	57
PG	MCom,Commerce	24	B.Com.	English	60	60
PG	MCom,Commerce	24	B.Com.	English	60	60
PG	MSc,Chemistry	24	B.Sc.	English	48	48
PG	MSc,Chemistry	24	B.Sc.	English	48	47
PG	MSc,Microbiology	24	B.Sc.	English	48	48
PG	MSc,Mathematics	24	B.Sc.	English	84	84
PG	MA,Urdu	24	B.A.	Urdu	60	15
PG	MA,Sociology	24	B.A.	English	60	53
PG	MA,Economics	24	B.A.	English	60	27
PG	MA,Political Science	24	B.A.	English	60	60
PG	MSc,Computer Science	24	B.Sc.	English	60	27
Doctoral (Ph.D)	PhD or DPhil,English	60	P.G.	English	12	6
Doctoral (Ph.D)	PhD or DPhil,Commerce	60	P.G.	English	13	4
Doctoral (Ph.D)	PhD or DPhil,Chemistry	60	P.G.	English	12	2

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				22				19			
Recruited	0	1	0	1	8	13	0	21	5	13	0	18
Yet to Recruit	0				1				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				97			
Recruited	0	0	0	0	0	0	0	0	24	73	0	97
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				26
Recruited	22	4	0	26
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	13	9	0	22
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	6	11	0	6	5	0	29
M.Phil.	0	0	0	0	2	0	1	9	0	12
PG	0	0	0	2	1	0	13	34	0	50



<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	9	34	0	43

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	274	139	1	51	465
	Female	542	108	3	4	657
	Others	0	0	0	0	0
UG	Male	1250	175	2	111	1538
	Female	2552	134	7	45	2738
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	12	0	0	1	13
	Female	14	2	0	0	16
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	38	32	35	62
	Female	140	101	84	211
	Others	0	0	0	0
ST	Male	2	0	0	6
	Female	2	2	1	6
	Others	0	0	0	0
OBC	Male	34	17	16	159
	Female	91	56	57	292
	Others	0	0	0	0
General	Male	1545	1633	1715	1600
	Female	2621	2771	2951	2700
	Others	0	0	0	0
Others	Male	13	12	14	33
	Female	27	24	21	65
	Others	0	0	0	0
<b>Total</b>		<b>4513</b>	<b>4648</b>	<b>4894</b>	<b>5134</b>

### 3. Extended Profile

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#### 3.1 Programme

**Number of courses offered by the institution across all programs during the last five years**

**Response : 33**

**Number of self-financed Programmes offered by college**

**Response : 19**

**Number of new programmes introduced in the college during the last five years**

**Response : 03**

#### 3.2 Student

**Number of students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
5134	4894	4648	4513	4752

**Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1234	1279	1279	1234	1219

**Number of outgoing / final year students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1520	1370	1988	1502	1680

**Total number of outgoing / final year students**

**Response : 8060**

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
131	141	146	148	151

**Number of full time teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
131	141	146	148	151

**Number of sanctioned posts year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
131	141	146	148	151

**Total experience of full-time teachers****Response : 1370****Number of teachers recognized as guides during the last five years****Response : 11****Number of full time teachers worked in the institution during the last 5 years****Response : 239****3.4 Institution****Total number of classrooms and seminar halls****Response : 54****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
276.94	255.95	318.13	267.69	304.23

**Number of computers**

**Response : 561**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 0.233**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 0.0599**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

**Appointment of Qualified Staff:** Staff members are appointed as per the guidelines of UGC and affiliating University.

**Distribution of Workload:** As per the workload, a department wise and faculty wise teaching and practical time table is made. A class room and laboratory time table is made to ensure the smooth conduct of lectures and practicals. The time table is displayed on the various notice boards, for staff and students. The teachers are allotted the subjects based on the area of interest and expertise.

**Teaching Methodology:** The teachers make maximum use of modern methods of teaching. Learning management systems like Vriddhi, Easy Class and MOODLE are used frequently. These systems facilitate preparation of teaching plans, maintaining attendance, conducting tests, giving assignments, evaluating and computing marks for the same.

**Co-curricular and Extra-Curricular Activities:** The departments organize a number of co-curricular and extra-curricular activities, which are planned in advance and incorporated into the academic calendar. The activities include Class Room Seminars, Guest Lectures, Workshops and Experiential Learning Activities that augment the teaching and learning process. Bridge and Remedial courses are conducted.

**IQAC:** The IQAC has an intrinsic role to play in the implementation of curricular, co-curricular and extra-curricular activities of all the departments. The academic calendar is compiled for the whole college inclusive of the above mentioned activities. IQAC has implemented a system to ensure syllabus completion through submission of syllabus completion reports at the end of each academic year. Staff's arrival and departure is scrutinized through biometric system in addition to monitoring of lectures and practicals.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response:** 32

**1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
08	05	02	05	12

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response: 2.5**

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	05	03	04	04

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

**Response: 9.09**

1.2.1.1 How many new courses are introduced within the last five years

Response: 03

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 45.45

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 15

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 19.63

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1076	1293	863	1028	448

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum.

College integrates human values, professional ethics, environment consciousness and gender sensitivity through various curricular, co-curricular and extra-curricular activities. The integration leads to creation of

awareness in the students about equality, social justice, human rights, environmental awareness and professional ethics.

## **Gender Awareness**

### **Curricular**

Certain topics on gender awareness and sensitivity are incorporated in the syllabi as follows

S.Y.B.A. Indian Society: Issues and Problems

T.Y.B.A. Contemporary Indian Society (S-4)

M. A. Sociology offers **Sociology of Gender** as an elective option.

### **Autonomous Course**

A Certificate Course on **Gender Sensitization** of three months duration was conducted by the department of Sociology in the year 2016-17.

### **Supporting Activities**

Group discussions, Screening of Documentaries, Talks and Paper Presentations on Gender roles, femininity, Sexual Harassment, Street Plays on 'violence against women', 'Save girl child', 'female foeticide', 'domestic violence against women' and 'Cybercrime against women' are a regular feature.

## **Environment and Sustainability**

### **Curricular**

Compulsory Course in Environmental Awareness: Mandatory for all the undergraduate students at Second Year in all faculties.

### **Autonomous Course**

A certificate course in Environmental Management: The Department of Environmental Science conducted certificate course in Environmental Management designed for 6 months

### **Supporting Activities:**

Guest lectures on Waste Management and Study Visits to Soil Survey Department, Solid-Waste Management Site, Wind Mill and Solar Energy Projects, Nature Interpretation Centre, Hand Made Paper Industry and Watershed Management are organized on a regular basis. Campus has its own composting pits to manage waste from the garden, which is used as a fertilizer for the garden.

## Human Values and Professional Ethics

### Curricular

Topics like Government and Politics of U.K., U.S.A, International Politics, Human Rights, Political Institutions in India, Business Ethics and Professional Values, are taught in syllabi of M.A. and M.Com.

### Value Added Course on Human Rights:

As per the SPPU requirement for Choice Based Credit System, a course on Human Rights is mandatory for earning additional credits at First Year PG of all faculties.

### Autonomous Course

**International Relations, Human Rights and Role of International Law:** The Department of Political Science conducted Autonomous Diploma Course from 2012-2013 to 2015-2016.

### Human Values and Professional Ethics

**Skill Development Program:** A skill based certificate course entitled 'Human Values and Professional Ethics' was undertaken by the Department of Commerce.

### Talks on Anti-Ragging

Presentations on Anti-Ragging as per UGC Regulations are organized on a regular basis for all the students.

### Supportive Activities

Visits to Orphanages, Old Age Homes, Muktangan Drug De-addiction Centre and School for Special Children enrich the students in Human Values. Discussions, Street plays, debates, seminars and workshops are conducted to address relevant issues. Supporting activities are organized by the departments, Student Welfare Association, Women's Studies' Centre and NSS Unit of the college.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

**Response: 57**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 57	
File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

<b>1.3.3 Percentage of students undertaking field projects / internships</b>	
<b>Response: 18.13</b>	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 981	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise</b></p> <p><b>A.Any 4 of the above</b></p> <p><b>B.Any 3 of the above</b></p> <p><b>C. Any 2 of the above</b></p> <p><b>D. Any 1 of the above</b></p> <p><b>Response: A.Any 4 of the above</b></p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>A. Feedback collected, analysed and action taken and feedback available on website</b></p>
--

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrolment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 13.63

##### 2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
656	551	661	674	710

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrolment percentage (Average of last five years)

**Response:** 86.84

##### 2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2302	2331	2131	1921	1809

##### 2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2478	2478	2478	2328	2298

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1234	1279	1279	1234	1219

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

The institution assesses the learning levels of the students after admission and organises special programs for advanced and slow learners in the following way:

### Slow Learners

The college identifies students on the basis of their subject knowledge and previous year's performance. This enables the departments to maintain a list of slow and advanced learners. This is further useful for conduct of various need based and Remedial Teaching Programmes. The departments design need based bridge courses to cater to the needs of the academically weak students. This identification helps the departments to plan their academic activities.

Special attention is given to the academically weak students. To enhance their performance, remedial coaching is provided in the respective subjects. Problem areas in the subject are identified, a separate time table is drawn up and students are assisted in the identified problem areas.

For foreign nationals (students from the Middle East, Afghanistan and African countries) special discussions and coaching is given to help them overcome the language and subject related problems.

Class tests are conducted based on previous years question papers if needed so as to prepare them for University examinations.

Problem solving sessions are held for Mathematics, Chemistry, Statistics, Accounting, Costing and Taxation in UG and PG classes.

Weak learners are also encouraged to do reference work. The students are encouraged to use the E library for sourcing material. Access is provided to various libraries like the British Council Library, Jaykar library, Gokhale Institute of Political Science library and Bhaskaracharya Pratishthan Library, Deccan Muslim Library and National Digital Library. The students are also given additional books from the Departmental library.

### Advanced Learners

Advanced learners are given challenges to channelize their performances and hone them. They are given opportunities to participate in Seminars and conferences, poster competitions, intercollegiate debates elocutions and quizzes.

Advanced learners are also given an opportunity to be part of BCUD sanctioned minor research projects in the Avishkar scheme of Savitribai Phule Pune University, Pune.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.2.2 Student - Full time teacher ratio

**Response:** 39.5

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.24

#### 2.2.3.1 Number of differently abled students on rolls

Response: 13

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
List of students(differently abled)	<a href="#">View Document</a>

## 2.3 Teaching- learning Process

**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**Response:**



**All the departments conduct various activities and events every year that involve Experiential Learning, Participative learning and Problem solving Methodologies. They are as follows:**

**Experiential Learning:** <https://www.youtube.com/watch?v=S9CpIJmuLoM&feature=youtu.be>

- **Science Exhibition** is held to enhance the understanding of various scientific concepts and encourage participation in the learning process. Various application based projects in Science and Mathematics are prepared by the students.
- **Commerce Week, Management Fiesta and Vibrant Week** (Commerce department) in which, students are encouraged to display their understanding of academic commerce through business projects, role play enactments, debates, mock Annual General Meeting (AGM), Moot Court, small business contests, analysis of advertisements and business quiz. Fun fair is organised in which students conduct small businesses. <https://www.youtube.com/watch?v=pqDtMMmf3w>
- **Artfest**(Humanities departments) organises activities like Quiz, Skits, Poetry Recitation, Poster competition, Essay competition, Rangoli, Mehendi, cookery competition and Fun fair for the students. <https://www.youtube.com/watch?v=Y5tWZKxsq9A>
- **Littfest** (Department of English) includes activities like Essay writing, Review writing, Spelling Bee, Litt Quiz, Speak your mind and Scrabble which creatively incorporate features of language and literature, both in the spoken as well as written modes.
- **Wordsmiths' Nook** (Department of English) is a students' wall magazine that gives students an opportunity to display their creative talents.
- **Express Yourself** is the wallpaper of the Department of Political Science where write-ups of current interest are put up. Commemoration of landmark events like Constitution day, Women's day, etc. Mock parliament, model competitions are also organised.
- **Bank Training:** The College has a tie up with the Muslim Co-op Bank for third year Commerce students. They train for a week where they are exposed to the working of the bank and get hands on exposure to all banking transactions.
- **Industrial / institutional visits and study tours** organised as part of the learning process.
- **Rallies** are organised on the occasion of birth anniversaries of Mahatma Jyotiba Phule, Dr.Babasaheb Ambedkar, Chatrapati Shivaji Maharaj and Prophet Mohammed (PBUH) to promote national integration.

### **Participative Learning**

- **BCA Fiesta** (BCA department) includes blind coding, counter-strike, quiz, debate, food carnival, seminar competitions and guest lectures
- **Arthotsav** (Department of Economics) includes involving learning the concepts of economics through activity based work.
- **Nairange Adab Week** (Department of Urdu) includes literary quiz competitions, paper presentations, Bait bazi, Litt charades, poster and project competitions.
- **Spandan** (Marathi department) includes quiz competition, book exhibition, posters, guest lectures and celebration of International Marathi day.
- Hindi Department celebrates **Hindi Diwas** and poster and essay competitions.
- **Psyched Up** (Psychology department) includes mind games, posters, presentations, etc.
- **Commercial Strides** and **Business Xpress** are bi-annual business bulletins of undergraduate B. Com. and BBA students respectively about the recent commercial happenings.
- **M.Com. Research Publications** enable the postgraduate commerce students to publish their

research papers.

- **Guest lectures** by experts in various subjects are organised by all departments.
- **Seminars and Group Discussions** are conducted by all Departments.
- **Problem Solving Methodologies** Extensive problem solving sessions in Mathematics, Chemistry, Statistics, Accounting, Costing and Taxation are useful in acquisition of skills.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 90.51

#### 2.3.2.1 Number of teachers using ICT

Response: 124

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 39.5

#### 2.3.3.1 Number of mentors

Response: 137

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

**The college encourages the use of Innovative methods in the Teaching learning process.**

## Interactive Method

- In few UG classes and PG classes where students' strength is small, interactive method is used in teaching-learning process. Participation of students in discussions, problem solving sessions are useful in acquisition of skills.
- Power point presentations, classroom seminars are followed by discussions in the class.
- Many departments make use of academically relevant Films and Documentaries as a learning tool.

## Project Based Learning

- Project work is part of the curriculum in all P.G courses. Students select topics for project work under the guidance of teachers.
- BBA, B.Sc. (CS) and BCA also have projects as part of their syllabus.
- In PG Mathematics and English Courses, select International students work on Research projects.

## Computer Assisted Learning

The college encourages computer assisted learning in all subjects.

- Teachers make use of Multimedia, PowerPoint presentation using LCD, use of web sources, subject related websites, CD's and DVD's.
- The students of M.Sc. (Mathematics) have the facility of virtual class room in collaboration with Bhaskaracharya Pratishthan.
- Digital Library is an important addition for greater outreach and accessibility.
- List of relevant websites are provided to students for reference work.
- Books are accessible on inflibnet.
- Vridhie ERP and MOODLE software are used for sharing notes, teaching plan, notices and attendance.

## Experiential Learning Techniques

Apart from regular classroom lectures the teachers use the following Experiential learning techniques to give the students hands on experience.

- The Commerce Department organizes '**Commerce Week**', '**Management Fiesta**' and '**Vibrant Week**' for the B.Com., B.B.A and '**fiesta**' for the BCA students are organized every year.
- Eminent personalities and scientists from reputed institutes are invited for **Demonstration practicals** by the department of Microbiology.
- Seminars and group discussions are conducted by all Departments.
- Research methodology workshops, Personality development and Soft skills courses are conducted.
- Value added courses are also conducted by various departments.
- Students are encouraged to participate in various inter-collegiate competitions.
- Department of Urdu conducts *Nairang-e-Adab week* every year which includes literary quiz competitions, paper presentations, Bait Baazi, Litt charades, poster and project competitions.

- Students are given various responsibilities to enhance their leadership skills. Students are given opportunities to conduct and organize various departmental activities
- Research projects are being carried out by the Science departments under Interdisciplinary Science and Technology Research Academy (ISTRA) where students get exposure to latest scientific research.
- Students are allowed to express their creativity by posting on students' wall papers and contributing to the college magazine.
- The college inculcates in students an awareness of their social responsibilities, with several outreach programmes like visit to orphanages, cleanliness drives, blood donation camps, NSS programmes and Rallies on the death anniversaries of some national leaders.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
<b>Response:</b> 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years											
<b>Response:</b> 19.75											
2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years											
<table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>27</td> <td>30</td> <td>28</td> <td>26</td> </tr> </tbody> </table>		2016-17	2015-16	2014-15	2013-14	2012-13	30	27	30	28	26
2016-17	2015-16	2014-15	2013-14	2012-13							
30	27	30	28	26							
File Description	Document										
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>										
Any additional information	<a href="#">View Document</a>										

**2.4.3 Teaching experience of full time teachers in number of years****Response:** 10

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

**2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 3.14

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	5	2	2	5

File Description	Document
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 3.33

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	5	5	6

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

The evaluation of the students is an integral part of the teaching-learning process. The assessment of the students takes into account a number of essential abilities such as drive and capacity for hard work, leadership and team-work, motivation, creativity and speculation. In continuous Internal Assessment the students can get necessary feedback on their performance from the teacher in a diagnostic manner. Components of the Internal Evaluation vary from subject to subject.

#### University Level

The present UG and PG programmes have scope for assessment and evaluation of students through internal assessment. The University has laid down certain norms which the teacher can evaluate the students internally. At the UG level the university has allowed 20% of the marks to be decided through Internal assessment. In Science and Commerce, students are required to complete prescribed practical course. Choice Based Credit System at PG Level allows 50% of the marks to be decided through internal assessment. In addition, the PG students need to earn prescribed number of credits to qualify for the degree.

#### College Level

Continuous Internal Evaluation is in place at the college level. The teachers discuss the problem areas and assist the students to come up to the required level with the help of Regular Class tests and assignments. The teacher decides the ranges of marks for awarding grades on certain bases, keeping in mind the spirit behind the concept of relative grading. The teacher shows the marks and grades to the students before submitting the same to the respective Head of the department. The system of evaluation is adequate and comprehensive so as to measure different types of skills.

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

**There is a system in place that ensures the Internal assessment is transparent and robust.**

- The internal and continuous assessment enables the teacher to identify weak and advanced learners. The students who would have been otherwise ignored are identified and remedial teaching enables to generate personal rapport.
- The practice of conducting class tests, multiple choice tests, quizzes, oral examinations,

assignments, projects, poster presentations is the part of the teaching learning process. This enables the teacher to evaluate the performance of the student and take necessary steps to cover any learning gap. The problem areas are identified and remedial action initiated. This helps students to identify their strengths and weaknesses and work on problems areas.

- Students' attendance, their performance in assignments, seminars and practicals are reflected in their cumulative score.
- The students are evaluated through tests, open book tests, assignments, paper presentations, library assignments, projects, quizzes and term end examinations.
- Problem solving, Group work, Students seminars, Research assignments are some additional techniques adopted for continuous internal evaluation.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

The college has a well organised mechanism for Redressal of examination related grievances. The student can approach the Teachers, Head of the Departments, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

#### Objectives:

- To assist the student for grievance Redressal in a fair and impartial way.
- To ensure that the grievances are resolved promptly and confidentiality is maintained.

#### Process:

#### Internal Examinations

- For the term end examinations and internal examinations, the students are shown the answer sheets to justify the marks scored.
- The students can contest the evaluation.
- Parents are also involved in the process of sharing the progress of their ward during the meetings with the teachers.
- Under the choice based credit system PG students can apply for redoing the assignment or test if the performance is not satisfactory.

#### University Examinations

- Students can obtain photocopy of the answer sheets from university on request.

- Students who are not satisfied with their marks at the University examinations can apply for Revaluation/ Reassessment to the University. The students are notified about the same in due course.
- For students whose marks are not entered or incorrectly entered due to oversight in the University mark list, the college sends a photocopy of the mark list as prepared by the teacher with an application to rectify the error at the University level.
- Relevant Links

For Revaluation <http://exam.unipune.ac.in/Pages/PhotocopyReval.html>

For Redressal of Unfair Means <http://exam.unipune.ac.in/Pages/UnfairMeans.html>

College Examination Portal <http://www.abedainamdarcollege.org.in/examination>

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

The institution plans the Academic Calendar of the Curricular, Co-curricular and Extra-curricular Activities and uploads it on website. The adherence is monitored. Every department has to submit the compliance of the academic calendar as part of their annual submissions. In addition the internal audit conducted ensures that the compliance is verified with documentary evidence.

The process is as follows:

**Teacher:** Every teacher is assigned the subjects to be taught during the academic year. The teacher plans the teaching and evaluation schedule of assigned subject. The type and schedule of internal evaluation is planned in consultation with the head of the department.

**Head of the Department:** The Head of the department compiles the academic plan submitted by the teachers and ensures that there is no overlapping of the activities in general and the CIE in particular at both the internal as well as the University level. The Academic calendar is then forwarded to the IQAC.

**IQAC:** The IQAC compiles the inputs received from the various departments and a comprehensive plan is prepared and uploaded on the college website.

**Stakeholders:** The stakeholders are aware of the CIE of every department in the college. The adjustment in dates is sometimes made subject to the examination schedule of the affiliating University. The students are informed accordingly through notices, announcements in the classroom, departmental blogs, college website and whatsapp messages.



## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

**The college has uploaded Course Outcomes for all subjects on the college website under the heading of each department. Mentioned below are selective links for the same:**

Humanities (English): <https://drive.google.com/file/d/0B5zZBhB85PMzdEpYWII0SHR4cU0/view>

Commerce (B.Com) : <https://drive.google.com/file/d/0B5zZBhB85PMzSmNvU1RjUHE3U00/view>

Science (Chemistry): <https://drive.google.com/file/d/0B5zZBhB85PMzUkxIVjFjRzNjXzA/view>

### **Mechanisms of Communication**

The course objectives for the courses offered by the Affiliating University as well as the Autonomous certificate courses offered by the college are conveyed to the students in the following ways:

#### **University**

The course outcomes are accessed by a link on the website of the affiliating university, namely, [www.unipune.ac.in](http://www.unipune.ac.in).

#### **College**

The course outcomes of the courses are uploaded on the College website, namely, [abedainamdarcollege.org.in](http://abedainamdarcollege.org.in) under the link of each department. In addition to the courses offered under the affiliating university, the course outcomes of the autonomous courses are also uploaded. Details of the course outcomes enable the stakeholders to access the details of the courses easily.

#### **Department**

Teachers enumerate and explain the course outcomes in the respective classes at the undergraduate level.

All the PG departments hold Orientation programmes to acquaint students with the course outcomes. The teachers facilitate discussions and answer queries if any on the understanding of the Course outcomes.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

#### Programme Outcomes

- The college has outlined general Programme Outcomes for the holistic development of the students.
- It provides support: Academic, Financial, Infrastructural to ensure the attainment of the Programme outcomes like 'Capability of Independent learning, sense of civic responsibility, Environmental consciousness, Patriotism and Tolerance, Soft Skills and Life Skills, Leadership qualities and Teamwork, Critical Thinking, Quest for Excellence and Physical and Emotional Health'.

#### College

- The IQAC ensures that all departments set targets at the beginning of the term with the help of the academic calendar.
- There is a practice of one department auditing another on various parameters of Teaching, learning and Research at the end of each academic year.
- Since the academic year 2015-16, there is in place an external audit to assess the Departments' performance for the year and give feedback and suggestions.
- Monitoring of the classes takes care of day-to-day targets of teaching and learning.

#### Departments

- The members of every department have to submit syllabus completion and activity reports to their respective Heads. The heads have to submit their reports to the Principal.

#### Teachers

- Teachers maintain a diary documenting the yearly teaching plan and daily teaching log. Since 2014-2015, this diary is maintained in soft copy on the Vridhie ERP portal.

#### Stakeholders

- The students give anonymous feedback on the teaching. This ensures free and honest feedback.

#### Programme Specific Objectives

- The college in its pursuance of academic excellence has been successful in attaining certain Programme Specific Objectives

### Academic Toppers

- The students of the college have consistently topped the merit list of the Savitribai Phule Pune University. During the assessment period the college has 29 University Rank Holders.

### Students Placements

- The placement cell organises job fairs and placement drives.
- The students are made aware of job openings through various job portals.
- A large number of students are placed through off-campus personal references.

### Self-Employment

- The college encourages self-employment through its promotion of small businesses during the various activities organised.
- Vocational training is also organised.

### Innovation and Research Aptitude

- **Research Centre:** The college has PhD Research centres in Chemistry, Commerce and English.
- **Avishkar:** The teachers with BCUD sanctioned Minor Research Projects have guided and mentored 21 students under the Avishkar scheme.

### Course Outcomes

- The course outcomes are achieved through systematic and extensive teaching by well qualified staff members.
- Remedial teaching is a regular feature. Bridge, skill and value-based courses are offered to the students in order to improve upon their academic performance.
- Adequate ICT facilities are made available to the students to help them keep pace with global knowledge.
- The classroom teaching is well supplemented by up to date library facilities including digital library.
- Continuous Internal Evaluation is part of the teaching-learning process.
- The term end and Semester examination results are quite satisfactory. The result analysis reflects the excellent performance of the students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

<b>Response:</b> 66.33	
2.6.3.1 Total number of final year students who passed the university examination	
Response: 4758	
2.6.3.2 Total number of final year students who appeared for the examination	
Response: 7173	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
<b>Response:</b>	
<b>File Description</b>	<b>Document</b>
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years**

**Response: 18**

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	18

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response: 8.03**

3.1.2.1 Number of teachers recognised as research guides

Response: 11

File Description	Document
Any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response: 0.13**

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 31

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

To inculcate research interest and to transfer knowledge among students and staff, the parent MCE society established an Incubation Centre named as Interdisciplinary Science and Technology Research Academy (ISTRA) by providing seed money of rupees forty lacs during the year 2010-11. The grant was provided to ISTRA to carry out six interdisciplinary research projects and to create new research facilities such as, Advanced Biological Science Laboratory (ABSL), Tissue Culture Laboratory and sophisticated instruments. In ISTRA, staff and students from Chemistry, Microbiology, Biotechnology, Botany and Computer Science are involved. To increase the spectrum of interdisciplinary research areas, faculty members from sister institutes like Allana College of Pharmacy and Z.V.M. Unani Medical College are also members.

The salient features of incubation center are:

- Eminent scientists like Prof. S. B. Padhye as the Director and Prof. G. M. Nazeruddin as Professor Emeritus have been appointed to guide and coordinate the research activities.
- Well equipped research laboratories with modern infrastructure and sophisticated scientific instruments, 'Advanced Biological Science Laboratory (ABSL)' and 'Tissue Culture Laboratory' have been developed.
- Initially six specialized research projects to develop 'New Drug Molecules' had been undertaken by the members of ISTRA. **30** research papers in journals of high impact and international repute have been published by faculty and students during the last five years.
- Collaborative research work and research linkages have been established with reputed international institutes like Kansas Cancer Research Center, USA and Bayreuth University, Germany; and National Research institutes such as Karnataka University, Dharwad. Some of these linkages have been successfully converted into functional MoU.
- The incubation centre has attracted **23** eminent scientists from international and national research institutes and industries, who delivered lectures on contemporary research topics.
- **40** scientific programmes which include international and national conferences, workshops and various research training programmes have been organized through ISTRA.
- Two International conferences on "Herbal and Synthetic Drug Studies (HSDS-2014 and HSDS-2016) and one International Seminar on New Horizons on Cancer Research (NHCR-2015) had been organized. Researchers of reputed foreign institutes from USA, Germany, UK, Iran, Mauritius, Japan and India presented research papers on Drug Discovery and Development.
- Faculty exchange programme with international universities led to visit by Dr. Bierseck Bernhard from University of Bayreuth, Germany for three months (Duration). Dr. Khursheed Ahmed, visited Organic Chemistry division of Bayreuth University, Germany for three months (Duration). Dr.

Shrikant Anant (Deputy Director, The Kansas Cancer Research Center (KCRC), University of Kansas, USA is associated with ISTR. Prof. Subhash Padhye, is a visiting fellow of The Kansas Cancer Research Center (KCRC), University of Kansas, USA.

- ISTR has helped faculty members and students to pursue research careers at doctoral and post doctoral levels. The following researchers Dr. Prasad Danadwate, Dr. Abeda Jamadar, Ms. Afreen Shaikh are pursuing research at The Kansas Medical Research Center, USA while Dr. Shaukatali Inamdar is at University of KwaZulu-Natal, Durban, South Africa.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 17

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
05	05	02	04	01

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

3.3.2 The institution provides incentives to teachers who receive state, national and international

**recognition/awards****Response:** Yes

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
List of Awardees and Award details	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 1.91**3.3.3.1 How many Ph.Ds awarded within last five years**

Response: 21

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI web site	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.22**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
46	26	28	30	23

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.5 Number of books and chapters in edited volumes/books published and papers in**



**national/international conference proceedings per teacher during the last five years****Response:** 0.35

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
87	73	44	31	9

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

The college undertakes various activities to sensitize students to social issues and work on their holistic development.

As a part of Corporate Social Responsibility (CSR), college organizes a number of programmes. Employment supporting and generating (1) programs are organized for the students. These programs are organized for the women of nearby localities like making of food and beverages; decorative items; paper bags; soft toys; candle making; imitation jewelry and fabric painting. A program 'E-Path of Mothers from Kitchen to Information Technology' (2) was organized for mothers of students to impart knowledge of technology. In addition programme for non-teaching staff (3) to repair gas stove, mobile and mixer was conducted.

The Extra Mural Board organizes (4) lecture series and the Adult Continuing Education and Extension Board organizes a one day seminar. They are organized for Senior Citizens, women of self-help groups and students. Both these impart information on women issues, problems of literacy, and other contemporary social issues.

A socio economic survey of nearby localities was done since 2011-12. Programs were organized, for locals, students and their parents and in the village selected for NSS winter camp, Women from SHG groups, Senior Citizens groups and orphans. These programs were organized in association with SPPU, Rotary Club, Lions club, NGOs and social activists.

E-waste management program (5) was organized in which students undertook a survey. Street plays were performed and Posters were displayed to create awareness about E-Waste Management.

**NSS Unit of the college organizes** tree plantation, plastic eradication, AIDS awareness, organization of medical, physiotherapy and dental checkups camps for villagers.

NCC Unit is instrumental in developing capacity to meet emergencies and combat natural disasters. In July 2015, during destruction of Malin village (6) in Pune district due to land slide, our team supported relief work by supplying water and food packets. Our NCC students also work as volunteers aiding the police during the Ganesh Festival.

### **Holistic Development**

The college promotes experiential learning through Problem Solving Sessions, Science and Mathematics Exhibitions, Quiz Competition, Paper and Poster Presentation competitions.

Posters Presentation, Guest Lectures and Street Plays aimed at generating awareness about “Demonetization” (7) were organized. Demonstrations on Digital Transactions were given by students.

The parent society organizes rallies (8) on the occasion of birth anniversaries of various social and religious reformers and stalwarts like Mahatma Jyotiba Phule, Dr. Babasaheb Ambedkar, Chatrapati Shivaji Maharaj and Prophet Mohammed (PBUH). The college participates in these rallies, which reflects our strong belief and conviction in communal harmony and Religious tolerance. On the occasion of Independence Day and Republic Day, Women's day, the students take gifts and supplies to orphanages (9) and organize blood donation (10) drives.

1. <https://aisceconomics.files.wordpress.com/2017/08/employment-generating-and-supportingt-final.pdf>
2. [https://aisceconomics.files.wordpress.com/2017/08/kitchen\\_to\\_information\\_technology\\_2015.pdf](https://aisceconomics.files.wordpress.com/2017/08/kitchen_to_information_technology_2015.pdf)
3. <https://aisceconomics.files.wordpress.com/2017/08/activities-for-non-teaching.pdf>
4. <https://aisceconomics.files.wordpress.com/2017/08/extra-mural1.pdf>
5. <https://aisceconomics.files.wordpress.com/2017/08/e-waste-management-week.pdf>
6. <https://aisceconomics.files.wordpress.com/2017/08/report-malin-village-relief-work.pdf>
7. <https://aisceconomics.files.wordpress.com/2017/08/demonetization-final.pdf>
8. <http://deptevsaiscpune.blogspot.in/2017/10/rallies-organised-by-college.html>
9. <https://aisceconomics.files.wordpress.com/2017/08/orphange-viists-final.pdf>
10. <https://aisceconomics.files.wordpress.com/2017/08/blood-donation.pdf>

### 3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years

**Response: 2**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	1	0

File Description	Document
e-copy of the award letters	<a href="#">View Document</a>
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years**

**Response: 67**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	14	11	11	18

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Reports of the event organized	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 23.41**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3268	742	645	768	349

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response:** 196

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
70	33	30	27	36

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 29

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	02	02	03	04

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The College is located on **3 Acres** of land. There are **Seven** buildings for regular academic and administrative activities.

Sr. No.	Name of Building	Built-up (Sq. ft area)
1	Main Building	47929.37
2	E-Library Building	7210.59
3	Post Graduate Bldg	7800.00
4	Mathematics building	5554.92
5	Main Library Bldg	4,551.34
6	Antique Building	4414.04
7	Pavilion Building	10651.71
	<b>Total</b>	<b>88111.97</b>

The College has sufficient number of classrooms (**49**) which are well ventilated with adequate seating arrangements. The classrooms are well equipped with conventional as well as advanced teaching aids.

Number of class rooms	Required area as per statutory bodies (sq. ft)	Actual Area in square feet (sq.ft)
<b>49</b>	<b>30870</b>	<b>30605.9</b>

#### Audio-Visual Rooms

There are **05** audio-visual rooms. The **Audio visual centre/ Multimedia Room (60 capacity)** is equipped with LCD projector, audio device to organize student-centric programs. The college has 04 auditoriums, namely, **Green auditorium (300 capacity)**, **Pavilion Hall (200 capacity)**, **Antique Seminar Hall (120 capacity)** and one centrally located **A. R. Shaikh Assembly Hall (560 capacity)** to conduct seminars, workshops, symposia and conferences.

The college has **27 laboratories** for UG, PG and Research programmes. All laboratories are supported with **ICT facilities**. The details of laboratories are submitted as **Table 1 in additional information**.

#### Computing Equipment

The college has 561 computers with antivirus software. All the computers are connected to lease line internet with speed of 200 mbps. The campus has secure Wi-Fi with speed of 54 mbps through 35 routers. Students and staffs are provided with Wi-Fi connection on their laptops, tablets or smart phones.

The Computer Science Department has adopted client-server technology with Dell Xeon 410 Server having 150 clients. Technical up-gradation of machines, software and anti-viruses of all the departments is maintained by department of Computer Science.

### Other Facilities

#### Teaching and Learning

The departments are equipped with computers, printers, scanners and LCD projectors. Reprographic machines are available in the examination section and library. The digital library has 79 computers which can be accessed by the staff as well as students.

#### Research Centre

College has 03 Research centers in Chemistry, English and Commerce. The research centers have well-equipped laboratories, library and relevant software like Statistical Package for Social Sciences (SPSS) and Minitab Software.

#### Botanical Garden

The Department of Botany maintains the botanical garden. It has taken the initiative to give botanical names to 449 plants from 62 different species. These initiatives include collection of varieties of plant species.

#### General Facilities

1. **Hostel Facility:** The parent society has established 6 Girls' and 3 Boys' hostels. On an average 210 students from the college have availed hostel facilities during the assessment period.
2. **NSS Unit-** NSS office (221.52 Sq. ft.) with computer, Printer and other facilities for a unit of 250 NSS students.
3. **NCC Unit-** NCC office (120 Sq. ft.) with computer, Printer and other facilities for a batch of 75 NCC students.
4. **Sports Office-** Sports office (175 Sq. ft.) with computer, Printer and other facilities.

File Description	Document
additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

##### Response:

##### Sports

1. The M.C.E. Society has established **Azam Sports Academy** to promote Sports talent among students. Facilities like Badminton Court, Tennis Court, Mud Ground, Cricket Ground and Running track for athletics have been made available to students.
2. V. M. Gany Sports Complex has **400 m track**, Cricket Ground, Hockey and Football field.

### Games (Indoor and Outdoor)

1. Adequate facilities for Volleyball, Kabaddi, Kho-Kho, Soft Ball, Base Ball Tennis, Basketball Badminton, 0.22 Rifle Shooting Range, Fencing Games, Carom, Power Lifting and Kickboxing are available. Venture and combat sports have also been promoted.
2. Special coaches (20) have been appointed to train students for Cricket, Softball, Football and Athletics to participate at State, National and International levels.
3. **Gymnasium / Yoga:** There is a Gymnasium with required amenities
4. **Meditation / Prayer Room:** The College has allocated a separate room (591.16 sq. ft).
5. The Sports Academy provides Diet scholarship and T.A/D.A to sports students to participate at various levels of tournaments.
6. **Cultural Activities:** The parent society has provided facilities for cultural activities like, Auditoriums, green galaxy and Green Auditorium.
7. Details of List of games played by the students and the user rate per game are given in Table 1.
8. Average annual user rate of Sports facilities is given in Table 2.

**The Table 1 and Table 2 are submitted as Additional Information.**

File Description	Document
additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 54

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.



**Response:** 13.12

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
22.35	9.25	26.42	41.45	91.7

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

The central library has stack room with more than 35000 books, text books, journals and digital resources. The digital library is equipped with 79 computers. The Integrated Library Management System (ILMS) is an automated package of library services that has several functions. It offers OPAC services like cataloguing, Searching, Member / Patron Management, Acquisitions and Circulation (issues, returns, and reserves) with a full screen Graphical User Interface (GUI).

Name of the ILMS software	Vriddhi ERP Software
Nature of automation (Fully or Partially)	Fully
Version	Version 2.0 Build 234.2 (Full Version)
Year of augmentation	2005

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

The central library of the college has a collection of rare books and other knowledge resources including CDs and DVDs. The college has defined certain parameters to identify 'Rare Books'. A book is considered rare if it satisfies at least two of the mentioned criteria, namely, Age, Important or collectible first editions, Seminal works, Scarcity in other libraries, Physical and intrinsic characteristics and Condition of the book. A separate record of the same is maintained. The rare books are not lent outside the campus. The knowledge resources include 37 Encyclopaedia, Study Material for Competitive Examination, Subject Reference Manual and Language CDs.

<b>Rare Books</b>	<b>123</b>
<b>Manuscript</b>	<b>0</b>
<b>Special Report</b>	<b>11</b>
<b>Other Knowledge Resource</b>	<b>58 Books</b>
	<b>718 CDs</b>

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A. Any 4 of the above

<b>File Description</b>	<b>Document</b>
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)

**Response:** 4.29

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.17	3.04	4.41	4.45	6.37

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

4.2.6 Percentage per day usage of library by teachers and students

Response: 10.81

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 600

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT Facilities

The college has **561 computers**. All the computers are connected to lease line internet having speed of **200**

**Mbps.** The college campus has secure Wi-Fi with speed of **54 mbps**.

### **Wi-Fi**

Students and staff can avail of Wi-Fi connection on their laptops, tablets or smart phones, which can be accessed from anywhere in the campus.

### **Smart Class**

Smart class is an interactive module which uses graphics, videos and presentation as teaching techniques. This method promotes more interaction between teachers and students with higher ratio of participation.

### **Digital Library**

The digital library has 79 computers which can be accessed by the staff as well as students. The study material can be accessed from these computers.

### **Vriddhi /MOODLE**

The college uses **Vriddhi ERP** for Online Admissions, Time Tables, Teaching Plans and display of upcoming events. Teachers maintain their teaching records in E-diary.

The college has implemented MOODLE as a learning platform to improvise existing learning environments at PG level.

### **Technology Up-gradation**

The college has system for upgrading IT facilities, which have been upgraded in phases during the last five years. While planning IT up-gradation, the college assesses the need of the students and staff.

- 1.The Computer Science Department has adopted client-server technology with Dell Xeon 410 Server having 150 clients. Technical up-gradation of machines and software is maintained by department of Computer Science. Secrite Endpoint Security antivirus software installed on all computers.
- 2.Firewall is upgraded to Cyberoam 750ING in April 2016.
3. Wireless access points on the campus have been increased to 36 with wireless controller in May 2016.
4. Gigabit Passive Optical Network (GPON) connectivity hardware Alphon Optical Line Terminals (AOLT) have been installed to monitor fiber cable in May 2016.
5. The bandwidth of leased line have been increased from 135 mbps to 200 mbps in August 2017

### **IT Maintenance**

Two technicians are appointed by the parent society for maintenance of IT infrastructure of the campus. Provision is made in the budget for Annual Maintenance Contracts for maintaining the hardware (MAC Enterprises and C-TECH Computers).

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 9.65

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

**Response:** >=50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response: 27**

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
112.5	88.61	71.15	59.25	46.46

File Description	Document
Any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

The college follows established system of policies and procedures for maintaining infra-structural facilities.

**Maintenance Policy and Procedure:**

- 1. Registration of Complaint:** Registration of the complaint in the society office giving the details of the maintenance required by the respective department.
- 2. Visit of Technician:** Technician visits the site and assesses the maintenance required and completes the job.
- 3. Job Completion Report:** The report of the maintenance is prepared by the technician and signed by the concerned head.
- 4. Payment:** Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
- 5. Monthly Maintenance Report:** The monthly accounts of maintenance are reported to the president.
- 6. Annual Maintenance Contract:** Annual Maintenance Contracts for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library are in place.

**Procedure for Utilization of Support Facility:**

### **Sports complex:**

- 1.The college can use any of the support facility available with the central sports academy by making a requisition in writing for the same in advance.
- 2.Upon receipt of the letter the Director, Sports Academy confirms the availability and the department/ college can make use of the specific facility.

### **Utilization and Maintenance of Laboratories:**

- 1.Class wise laboratory schedules are followed as per time table.
- 2.Standard Operational Procedures for handling various chemical, equipments and instruments to be strictly followed
- 3.Dead Stock Registers to be maintained and updated regularly.
- 4.Dead Stock verification and inspection to be carried out during the Internal Audit at the end of the Academic Year.
- 5.Obsolete equipment and instruments to be discarded by following the standard procedure.
- 6.Any discrepancy in stocks to be brought to the notice of the Principal.

### **Utilization of Library:**

- 1.Student must procure a Library Card within one week of taking admission.
- 2.Library card can be used for issuing two books every week.
- 3.Non return of Library book on time shall be fined.
- 4.Students can access online journals and magazines in the e-Library.
- 5.Student must register attendance through scan of Identity card and sign in the register in e-Library.
- 6.Students can access the books available on the college intranet server from any computer terminal in the college campus.
- 7.Students can use the central reading rooms available in the campus from 8.00 a.m. to 10.00 p.m.

### **Utilization of Computer Laboratory :**

- 1.Class wise computer laboratory schedules are followed as per time table
- 2.e-Library time table ensures optimum utilization.
- 3.New requirements are processed through Department of Computer Science.
- 4.The department of Computer Science maintains all computers and peripherals.
- 5.Outdated computers are disposed through Azam Campus Hardware academy.

### **Utilization of Class Rooms:**

- 1.Classrooms are allotted as per the student strength.
- 2.Lectures and practicals are regularly monitored.
- 3.Maintenance of each classroom is looked after by one in-charge teacher.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

NAAC



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 20.67

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1284	1399	756	861	685

File Description	Document
Any additional information	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 3.81

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
179	196	217	156	164

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<p><b>5.1.3 Number of capability enhancement and development schemes –</b></p> <ol style="list-style-type: none"> <li>1. For competitive examinations</li> <li>2. Career counselling</li> <li>3. Soft skill development</li> <li>4. Remedial coaching</li> <li>5. Language lab</li> <li>6. Bridge courses</li> <li>7. Yoga and meditation</li> <li>8. Personal Counselling</li> </ol> <p>A. 7 or more of the above</p> <p>B. Any 6 of the above</p> <p>C. Any 5 of the above</p> <p>D. Any 4 of the above</p> <p><b>Response:</b> A. 7 or more of the above</p>	
File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

<p><b>5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years</b></p> <p><b>Response:</b> 15.25</p>
5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling

offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1098	699	691	599	591

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

### 5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years

**Response:** 3.1

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
161	340	57	127	65

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>

## 5.2 Student Progression

**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 12.61

## 5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
308	221	177	135	147

**File Description****Document**

Self attested list of students placed

[View Document](#)

Any additional information

[View Document](#)

Details of student placement during the last five years

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 16.84

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 256

**File Description****Document**

Details of student progression to higher education

[View Document](#)

Upload supporting data for student/alumni

[View Document](#)**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)****Response:** 17.94

## 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	9	3	3	4

## 5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
41	30	26	27	20

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Upload supporting data for the same	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

## 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 37

## 5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	12	3	2	5

File Description	Document
Any additional information	<a href="#">View Document</a>
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

## 5.3.2 Presence of an active Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution

**Response:**

The student council is formed under the aegis of Board of Students' Development (Earlier Board of Student Welfare), Savitribai Phule Pune University. The college has an active Student Council formed as per the guidelines given by the Savitribai Phule Pune University. The Student Council is established every year during the first term of the new academic year. The University Representative (UR) is elected from amongst the Class Representatives (CR). Although, the Students Council was not constituted as per the Maharashtra Ordinance XXV of 2016 for the academic year 2015-16, 2016-17 and 2017-18; the college has its own student council in place. The government has proposed to conduct elections and further notification is awaited.

The Board of Students' Development undertakes various schemes for the students like Karmaveer Bhaurao Patil Earn and Learn Scheme, Special Guidance Scheme, Personality Development programmes and workshops such as Rights of Women in India and Innovative use of Technology in the Humanities under the New and Innovative programme scheme of the University. Other Programs undertaken by Students' Development Board include Yoga Day, Digital India, *Vaachan Prerna Divas*, *Sanvidhan Divas* and *Swachha Bharat Abhiyan*.

Student Council provides a platform to students for co-curricular and extra-curricular activities. The active involvement of the class representatives motivates the students to participate in the programmes undertaken by various departments in the college and ensure maximum participation of students. Each representative can be a member of more than one activity / committee, either academic or administrative or cultural.

The Council performs a number of activities and renders help of organizational nature such as in Anti-Ragging Cell, Grievance Redressal Cell, N.S.S., N.C.C., College Magazine Committee, Sports Committee, Cultural Committee, Library Committee, Arts, Commerce and Science Associations. The representatives actively participate in conducting various surveys, data feeding and analysis, contacting invitees, helping the departments for correspondence work, logistic help in cultural programmes, NSS camps and sports meets, compeering at seminars and conferences and laboratory assistance.

Student representatives from Post-Graduate courses help in organizing and conducting Remedial and Bridge Courses and helping Weak and Advanced Learners under the guidance of the teachers. The Anti-Ragging Cell has been particularly effective over the past few years as no instances of ragging have been reported. The student members of the Cell help in organizing programmes to bring awareness of the harmful effects of ragging and bullying. The student representatives are also at the forefront of organizing the Annual Day programme of the college. Such comprehensive participation and delegation has helped in fostering leadership qualities.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution

**level per year****Response:** 81.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
80	77	81	89	80

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

**5.4 Alumni Engagement****5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:****Introduction**

Registered on 7th May 2008, Abeda Inamdar Senior College, Pune Alumni Association, endeavours to create and maintain a life-long connection between the College and its alumni, who number around 7500. Under the stewardship of the Principal, the dedicated members of the association work to connect alumni, support students and organize various activities for the stakeholders. The alumni association aims to foster interaction amongst the Alumni, Faculty and the present students.

The alumni association provides an open platform for the former students, current students, teachers and non-teaching staff to exchange views on several aspects related to the development of the college. The aim of this very vibrant and jubilant association has always been extending all sorts of support as would be required by the college authority and further organizing different philanthropic and social service activities.

Since a large number of students of the College come from poor economic background, all these financial supports help them immensely to overcome monetary constraints, particularly in carrying out their educational expenses at the college level.

**Financial Support**

The alumni association has collected contribution from the members in the form registration and donations. The association has also generated funds through training programmes. A separate bank account is

maintained in this regard. As on 31st March 2017, the Alumni Association has fixed deposits of Rs 7,40,000/- and a bank balance of Rs 1,17,000/- with the Muslim Co-Operative Bank Ltd., Pune.

In addition to money, the alumni has also donated PCs and Printers to the college.

### **Scholarships**

During the last five years, 46 scholarships amounting to Rs 1,46,000/- have been awarded to the economically deserving students of the College.

### **Sponsorship of Workshop**

The association sponsored the prizes worth Rs 25000/- for the Mathematics Exhibition organized by the Mathematics academy.

### **Non-Financial Support**

#### **Workshops**

Workshops on personality development, interview techniques and neuro-linguistic programme are held on regular basis.

#### **Skill Based Training**

Short training programmes like mat making, chocolate making, and other hobby courses such as embroidery, mehendi, best out of waste and cooking are organised for the benefit of students and other stakeholders.

#### **Fruits and Vegetable Preservation Training:**

A five days training was organised in association with Food and Nutrition Board, Govt. of India. The training included preparation of healthy beverages, nutritious recipes and fruit and vegetable preservation techniques.

#### **Employability Enhancement**

Hands on training for repairing of gas stove, mixer and mobile phones was organized for non-teaching staff.

#### **Social Awareness Programmes**

Documentary on social awareness, lecture on breast cancer awareness, interactive sessions on students' perception on demonetization, demonstration on food safety for canteens on the college campus were carried out.

Alumni association in collaboration with Zenith Public Trust undertook a Child Health Awareness Drive



and organised a complete medical check-up and free medicine distribution program for all the children of M.C.E. Society's, English Medium School as well as their siblings.

The proactive practices of alumni association has significantly contributed towards the development of the college.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

**Response:** ? 5 Lakhs

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 28

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	6	8	4	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

##### Vision

- Education to the minority section of society belonging to the socially, educationally and economically weaker sections
- To educate is to empower
- To educate women is to empower a nation

##### Mission

- Read to Lead

##### Nature of Governance

The college has a visionary management constantly looking for ways and means of incorporating quality in education. It gives the roadmap and general guidelines to create conducive learning environment. The M.C.E. Society has established educational institutes from preliminary to higher education levels. More than **28000** students are currently pursuing education in **29** Institutes on **23** acres of Azam Campus. The society has an objective of providing education to the economically, educationally and socially weaker sections.

Abeda Inamdar Senior College was established as a girls' college in 1991. In keeping with the changing times, in 2006 the college started co-education. The college remains committed to its mission of educating girls as reflected in the high percentage of girl students. The cosmopolitan and pluralistic nature of the college enables us to provide holistic education by concentration on academics complemented by emphasis on sports, extension activities and social awareness.

The College Development Committee (CDC) formerly known as Local Management Committee (LMC), is instrumental in planning, monitoring and evaluating the administration and academic processes. The staff members become part of the planning and decision making process of CDC through representative members of each faculty. Major decisions like Sanction of Budget, Addition of New Courses, Appointment of Staff and implementation and accountability of the teaching-learning process are taken by CDC.

The Principal implements the policy decisions taken by the CDC. The major policy decisions are routed through the IQAC, which plans the execution of curricular, co-curricular and extra-curricular programs through Heads of the departments and conveners of various committees.

The inputs from teachers are included for academic planning and execution. The teacher is a fulcrum on which the success of all the student related activities rests. Students are members of academic and cultural committees. The active involvement of the student council motivates the students to participate in the

programs undertaken and ensures maximum participation.

### **Perspective Plans**

#### **Academic Excellence**

Achieve academic excellence. Ensure that standards of assessment and accountability are in place that meets the needs of the stakeholders.

#### **Student Centric Approach**

Enhance the current student-friendly system with optimum use of technology. Emphasize on experiential learning and vocational courses.

#### **Scholarships**

Encourage more number of under privileged students to reap benefits of government and private scholarships.

#### **Increase Research Output**

Increase number of Research Centres and research out-put in the form of projects and research papers.

#### **Establish and Promote a Vibrant Campus Atmosphere**

Embrace holistic approach in co-curricular and extracurricular activities.

#### **Facilities and Infrastructure**

Augment and upgrade college infrastructure.

### **6.1.2 The institution practices decentralization and participative management**

#### **Response:**

Many of the processes in Academics and administration that were Centralised earlier are being selectively decentralised. The management has empowered the IQAC to take decisions related to curricular, co-curricular and extra-curricular activities. This has resulted in the CDC, IQAC, Principal, Heads of Departments and Faculty taking autonomous decisions at their level for accomplishing the set goals. This decentralisation has resulted in increasing the overall quality and effectiveness of the system and at the same time empowering and strengthening the capacities of the various branches of administration.

Organisation of Conferences and Seminars at State, National and International levels gives an opportunity for the delegation and devolution of responsibilities and decision making which is the true motive and essence of Decentralisation. The following is an exemplification of the same:

## **Case Study: Organization of International Conference by Chemistry Department (HSDS-2014)**

**Process:** The case study reflects the decentralized and participative management practised in the college. The following steps are indicative of the same:

### **Approval**

In the first general staff meeting of college it was decided by consensus that the Department of Chemistry would organize an International Conference. The IQAC forwarded the proposal to the College Development Committee (CDC) for final approval.

### **Planning and Execution**

The department of Chemistry prepared the proposal for financial assistance to the funding agencies namely UGC and BCUD, SPPU.

Dr. Khursheed Ahmed, Head Department of Chemistry was the Convenor of the conference. A committee comprising of the staff members of various departments of Science faculty was formed to organize the conference. The head in consultation with senior staff members defined the scope and thrust area of the conference. Committees such as Research and Review Committee, Registration, Hospitality and Publicity were formed. The convener conducted separate meetings with each committee on regular basis to monitor the preparation for the conferences. The research committee reviewed the research papers. Other committees started their preparation such as Publicizing through website, social media and personal reference, booking of hotels and vehicles, purchase of stationery, conference kit and certificates.

The Principal was updated about the progress of conference work from time to time. The finalization of the program was done in consultation with Principal. HSDS-2014 was held from 10th-12th February, 2014.

### **Funding**

The college covered the expenses of the conference;

UGC Grant: 1, 23,750; Sponsorships: 1,11,600; Registration; 5,190,00. Total: 7,54,350.

### **Audit and Report**

The final audited statement of expenditure and Utilisation Certificate were submitted to the UGC and CDC for the full and final settlement of claim for organizing the conference.

### **Outcome**

More than 400 delegates participated in the conference. 190 research papers (24 oral and 170 posters) were presented by the delegates. Abstract book HSDS-2014 was published and released. During the conference a MOU for collaborative research work was signed with Kansas University Medical Centre, USA. The combined efforts of the Management, Principal, Convener, Committee Members and Student Volunteers were fruitful in the successful organisation of an event of academic and organisational magnitude.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

College executed the plan of digitization of administration at many levels which include Admission, Maintenance of Fee records and Accounts, examination, Library, Learning Management System (LMS) and Biometric Attendance. Each component of administrative process was digitized with micro planning and thorough testing procedures.

#### Digitization of Administration

**Admission:** The application for admission is online through Vriddhi Portal. This enables to organize student data systematically. The Database is further used in Issuing Identity Cards, Library Cards, Application for Scholarships and Eligibility.

**Fee Records:** The student database is useful in maintaining the fee records and disbursement of scholarships from various agencies.

**Maintenance of Accounts:** The college uses Tally software for maintenance of books of Accounts.

**Examination:** The filling up of examination is online and college provides necessary facility for the same. The database is used for generation of Hall Tickets in the college. University Question papers are received online.

The college conducts first year examinations in all faculties using Customized Software for Examination (CSE) for generation of admit cards, marks entry and generation of Mark Sheets and Result Analysis.

**Library:** The Integrated Library Management System (ILMS) is an automated package of library services that has several functions. It offers OPAC services like cataloguing, Searching, Member / Patron Management, Acquisitions and Circulation (issues, returns, and reserves) with a full screen Graphical User Interface (GUI). The digital library has 79 computers which can be accessed by the staff as well as students.

**Biometric Attendance:** Working hours of teaching and non-teaching staff is monitored through biometric attendance system.

**LMS/ Diaries:** The College has adopted the ERP software Vriddhi. This software is used for planning and maintaining the teaching schedules and upcoming events. Teachers maintain their daily teaching plan using the E-teacher diary. At PG level, MOODLE is used.

**Wi-Fi:** The college campus has secure Wi-Fi enabled with speed of 54 mbps. Students and staff are given an option of getting a secure Wi-Fi connection on their laptops, tablets or smart phones. This can be accessed from all the classrooms, laboratories and departments. Inter and Intra-Departmental communications is extensively through Emails and Whatsapp Groups.

**Website:** The College has a dynamic website with a unique feature of providing administrative access to all the departments. The updates and announcements are made on regular basis.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

The institute's overall functioning has two aspects: Academics and Administration. These are handled at different levels as follows:

The administrative functioning is handled efficiently by the Management Governing Council and CDC with active participation of Principal, Vice-Principal and Supervisor. The Principal is the Chairperson of IQAC. All major academic and administrative decisions are implemented through IQAC.

IQAC constitutes a number of committees to carry out day to day functioning of the college. These committees include academic committees like Examination, Library, Research and Development, Purchase and faculty associations. The committees like NSS, NCC, Students' Welfare, Extramural Board, Cultural committee and Staff Academy work in coordination with IQAC to organize extra-curricular and extension activities.

Anti Ragging Cell, Grievance Redressal Cell, Internal Complaint Committee, Counselling Cell, Placement Cell and Minority Cell address the issues of students as per requirement.

The teachers are active members of academic and administrative committees of the college. In addition to regular teaching, they also undertake remedial coaching, academic and career counseling and student mentoring.

The Office Superintendent oversees the Office administration. The Office staff includes Head clerk assisted by a team of Senior and Junior Clerks. The office takes care of Admission, Eligibility, Scholarships and Freeships, Accounts, Issue of certificates and documents, Maintenance of staff service records and correspondence with the Affiliating University, UGC and Government bodies.

The college follows all the rules and regulations defined by UGC, State Government and Affiliating University for procedures involving recruitment, promotions, service matters and grievance redressal for staff and students.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

**Response:** A. All 5 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Screen shots of user interfaces	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

#### Description of the Implementation of Earn and Learn Scheme under Student Welfare Committee

##### Student Welfare Committee

The Student Welfare Committee works under the aegis of Board of Students' Development (BSD), SPPU. BSD looks after the development of students by promoting and co-ordinating activities. The Student Welfare Committee as per the recommendations of BSD, SPPU, undertakes programs like **Earn and Learn Scheme, Special Guidance Scheme and Personality Development**. The Student Welfare Committee chalks out the plan of yearly activities. The following is the exemplification of method of



planning and successful implementation as seen in the **Earn and Learn Scheme** run by the college.

### **Karmaveer Bhaurao Patil Earn and Learn Scheme**

The scheme is at present being undertaken under the jurisdiction of the SPPU.

The appointed committee functions in the following manner:

**Committee:** Nine-member committee was formed under the coordination of Dr. Mukul Joshi, Student Welfare Officer for the academic year 2016-17.

Decisions taken in the meeting:

**Meeting Conducted on 12th July 2016:** It was resolved to accept application forms till 20th July 2016 and interviews to be held on 30th July 2016. The following faculty wise in-charges were entrusted with the responsibility for screening of application forms: Dr. Jaspal Kaur Oberoi - Science faculty; Ms. Mehak Bhatia-Commerce faculty and Ms. Jovia D'Souza - Arts faculty.

**Meeting Conducted on 25th July 2016:** It was resolved that 85 shortlisted candidates would be called for interview to be held on 30th July 2016 for 26 positions. The candidates were also asked to submit the Income Certificates of their guardians.

**Meeting Conducted on 08th August 2016:** It was resolved to allot the selected 26 students to various departments, office and library as per the requirement. The students were assigned duty hours (2hr / 3hr per day) as per their academic schedule. Assignment of work was as per competence like Office work and Library was given to students with knowledge of computers and students from Science faculty were given preference for duties in laboratories. Students had to submit an undertaking ensuring acceptance and commitment and open a bank account at Muslim Cooperative Bank, Pune.

**Meeting Conducted on 10th February 2017:** The committee decided to prepare finalized accounts for audit of Karmaveer Bhaurao Patil Earn and Learn Scheme. As per the SPPU circular all members were informed that there has been a revision in rates of payments from Rs. 30/- to Rs. 45/-. Ms. Mehak Bhatia was asked to prepare accounts as per revised rates.

**Meeting Conducted on 05th March 2017:** The committee reviewed the preparation of accounts for submission for Final Audit conducted centrally at the SPPU. Ms. Jovia D'Souza was asked to prepare the Report of the activities of Student Welfare Committee.

The regular meetings of the Student Welfare Committee and resolutions taken have been effective in systematising working of the committee with respect to the distribution of responsibilities in the successful execution of the programs in general and Earn and Learn scheme in particular.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

1. Loan facility is available from Azam Credit Society for teaching and non teaching staff.
2. 50 % Fee concession is given to the wards of teaching and non-teaching staff studying in the campus.
3. Fee concession to non-teaching staff members willing to get higher education and their promotion after completion of degree.
4. Provision of advanced payment of salary to the unaided faculty on the occasion of Diwali and Eid.
5. Concessional Rates of treatment for teaching and non teaching staff at Z. V. M. Unani Medical College and M. A. Rangoonwala College of Dental Sciences and Research and M. A. Rangoonwala College of Physiotherapy and Research.
6. Incentives to staff members to appreciate the hard work and excellent academic achievements. Schemes like 50% concession to staff to buy laptops are floated by the management.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 38.46

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
41	46	69	74	47

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

#### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 3.4**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	1	1	2	3

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years**

**Response: 23.23**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
55	11	22	22	55

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

A system for Regular Assessment of Teaching and Non-Teaching Staff is in place.

**API Forms:** Academic Performance Indicator (API) of each staff member is validated by IQAC according to the prescribed norms of the UGC. The API is filled in by the staff, verified by the HOD and submitted to

IQAC. As and when the staff member is eligible for Career Advancement Scheme and fulfils all prescribed conditions, the IQAC recommends the case to the University through the Principal. Performance Base Appraisal System Forms are screened for such staff members and validated by the IQAC. The subsequent promotion is through a procedure of verification of scores, recommendation by the management and personal interviews by a panel constituted as per University norms. The committee forwards the case to the Joint Director, Higher Education, Government of Maharashtra for Pay and Grade Fixation. The IQAC maintains the personal files of non-teaching staff members.

**Confidential Reports:** Confidential report of each faculty is submitted by the Head of department to the Principal. The same is recorded in personal file.

**Student Assessment:** Assessment of teachers by students is conducted every year. Feedback is compiled and analyzed. The outcome of feedback is communicated to the respective teacher with appreciation and suggestions.

**Departmental Assessment:** The result of a particular subject is an indicator to evaluate the performance of the faculty, subject-wise and teacher-wise result analysis is done at the departmental level after the results are declared.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

#### Internal Audit:

The management of the college has appointed an internal auditor to detect errors at the earliest and devise effective control system to prevent their occurrence. Suggestions of the internal auditor to improve the accounting financial system are incorporated. Internal audit is done on periodical basis. Observations made by the auditor are brought to the notice of accountant and Principal of the college.

#### External Audit:

The management has appointed **M/S.G.K. KORE** and Associates as an external auditor. The financial statement of the college including books of accounts, vouchers, statement etc are audited by the external auditor. The last audit was done for the financial year **2016-17**. It was completed in May 2017 and the report submitted to the management. No major objections were raised during the last audit. Further all necessary audits as per the requirements of the University (SPPU); UGC and Government of Maharashtra are carried out by the college periodically. No major objections were raised during the last audit.

The University and UGC authorities carry out an audit of all the funds forwarded to the college by them

under the National Service Scheme, Adult and Continuing Education Scheme, under any development or five year plan grant, as well as the audit of examination funds. In case of any discrepancy the external auditors disallow the expenditure and the same has to be borne by the college. The auditors from the department of Higher Education carry out an external audit of the teaching and non teaching salary forwarded by the govt. The same has been completed till 2010. The government auditors have recently begun the process of salary audit from the A.Y 2010 onwards in Pune city. However the turn of our college has not come as yet. Internal and external financial audits carried out during last five years with the mechanism for settling audit objections.

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)

**Response:** 1.71

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.428	0.036	0.022	0.226	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The college development committee (CDC) has defined following resource generation policies and utilization strategies.

**Resource Generation Strategy:**

**Fees:** College shall follow the regulations of University with respect to the tuition fees. The major resource of funds are generated through admission fees collected during admission from funded as well as self financed courses. IQAC shall explore skill based and value added certificate courses for the students and recommends to the CDC to frame the appropriate fee structure.

**Funding Agencies:** The IQAC to explore funding schemes of various agencies like UGC, BCUD, DST

and DBT. The college shall apply for various developmental schemes announced by these funding agencies. Committees such as NSS, NCC, Adult and Continuing Education and Board of Students' Development shall apply for funds through various schemes of University. The Research Committee shall guide and encourage staff members to apply for funds under Major and Minor Research Project Schemes of various funding Agencies.

**Collaborations:** The IQAC shall take initiatives to develop linkages and collaboration with industries for resource mobilization through consultancy, training and projects.

**Maintenance of Accounts:** Examination Department shall maintain the statement of accounts of examination fee collected and expenditures. Separate accounts for funded course, self-financed courses, and developmental grants are maintained by the college.

**Utilization Strategies:**

All departmental budgets for each academic year are placed for approval in the last CDC meeting of the Academic Year for sanction of expenditure to be incurred in the next Academic Year. Once the budget is sanctioned, the Heads of Departments can proceed with the planned activities.

**Salary:** The salary of staff appointed for self-financed courses is disbursed through the funds generated from such courses.

**Augmentation of Infrastructure:** Adequate provisions for development of infrastructure are in place.

**Centralized Purchase:** Purchase Committee shall ask for requirements from all the departments and negotiate the rates with vendors and suppliers. This centralized purchase procedure will ensure transparency, quality and cost effectiveness.

**Repairs and Maintenance:** The College follows the existing policy to carry out day to day repair and maintenance.

**Library Expenditures:** The library is upgraded on the need basis. Addition of text and reference books takes place as per the change in curriculum.

**Laboratory Expenses:** Central purchase committee follows standard protocols and procedures for the purchase of Chemicals, Glassware, Consumables and Equipment on the basis of requirement.

**Co-Curricular and Extra-Curricular Activities:** All the departments and committees submit budgets for the activities to be conducted by them which are sanctioned by the CDC. Sports material and stationary are purchased in bulk after determining annual requirements to make it cost effective.

**Utilization of Planning and Development Funds:** The development committee of college follows set procedures and makes purchases as per the requirements of various departments. The audited statement of accounts is submitted for final settlement to the funding agencies.

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

The IQAC has contributed significantly in institutionalizing its best practices. It implements at least one strategy related to academics or administration every year.

Two examples of the same are stated below:

#### **Title of the Practice: External and Internal validation of departmental functioning**

**The Goal:** To assess the functioning of individual departments, to define quality in terms of outcomes, to set norms for improvement and to achieve higher standards for quality assurance.

**The Context:** The College is reaccredited with A grade by NAAC. For the third accreditation cycle IQAC aimed at making the documentation system fool proof. To supplement the internal audit already in place, the external validation of every department was carried out by a senior guest faculty.

**The Practice:** IQAC had implemented internal verification system by parallel Heads of the Departments in the year 2013-14. Head of one department verifies the documentation of another department and vice versa. In addition, an external verification of documents was introduced by IQAC wherein guest experts were invited for academic audit. The checklist of documents related to AQAR and departmental administration was the basis on which the validation was completed jointly by the Head of the department and external expert.

**Evidence of Success:** The external verification process was very helpful as suggestions given by the experts were duly noted for further improvement. IQAC studied the reports of academic audit and ensured the implementation of suggestion.

#### **Title of the Practice: Holistic Development of the Students**

**Goal:** To provide the students with a number of opportunities to participate in co-curricular and extra-curricular programs. This would enable the student to develop a healthy self-esteem and a high level of confidence to face the challenges of the modern world.

**The Context:** The college aims to give maximum exposure to all students to participate in co-curricular, extra-curricular and cultural activities along with Academics at all levels. This holistic approach enables the students to explore their varied talents.

**The Practice:** The college conducts many co-curricular and extra-curricular activities like Management Fiesta, Commerce Week, Science Week, Festival, Sports and cultural activities. Teachers and student representatives motivate students to participate in the activities organized. To inculcate a sense of responsibility towards the society, activities like Cleanliness Drives, Tree Plantation, Environmental

Awareness Rallies, Blood Donation Camp and Visits to Orphanages are also organized. Value added courses, personality and soft skill development courses are offered by the institute for overall development.

**Evidence of Success:** The students get hands on experience in organizing events and shouldering the responsibility for its successful completion. Students enthusiastically participate in large numbers in all activities. Training program on Communication Skills, Soft Skills and Personality development also elicited a healthy response. Some students cleared competitive examination like NET, GATE and National Banking Examination.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

#### Response:

The teaching learning, infrastructural facilities and teaching outcomes are reviewed by IQAC as per norms and appropriate changes are suggested. This practise has led to following accomplishments.

#### Review of Teaching Learning Process:

The IQAC prepares and monitors the time table. Deviation from this is brought to the notice of the individual teacher and the head of the department. Teacher feedback is taken from students with respect to the teaching learning and evaluation process at regular intervals. Result analysis is also an integral part of the review. Feedback is analysed and outcome is discussed with concerned teacher. Internal and External Academic Audit augment the reviewing of teaching, learning and evaluation process.

The IQAC reviews the teaching methods followed by the teachers as reflected in self appraisal forms. Keeping up with the emerging trends, IQAC has suggested modern methods for augmentation of teaching-learning process. To bridge the gap between the University prescribed syllabi and job requirement IQAC decided to introduce value added, skill oriented and short term courses for the students.

#### Structure and Methodology:

##### Example 1: Extensive Use of ICT

IQAC suggested modernizing the teaching learning process through implementation of ICT methods. The college developed two smart class rooms with interactive boards and short throw LCD projectors. All classrooms have LCD projectors and computer. Digital camera is also used to show the images from books, slides on the projector.



**Outcome:** More than 50% of the syllabus is covered through ICT method. Use of graphical images, animations, videos of demonstrations and video lectures in day to day teaching is a frequent practice. Teachers also use online resources which offer information with graphical explanations which are missing from the regular text books. Teachers also use GIF animations, Shock Wave Flash animations. The extensive use of ICT has made teaching learning process effective by generating and sustaining the interest of the students in the classroom. Students are encouraged to use ICT methods in class room presentation. They submit e-assignments through MOODLE and Easy Class.

### **Example 2: Thrust on Autonomous Courses**

IQAC introduced a number of Autonomous Certificate Courses and Training Programs for supplementing core courses and overall development as listed below:

**Autonomous Courses:** Personality Development and communication skills, Spoken English, German Language, Interview Skills, Intensive Course in English Vocabulary, Intensive Course in English Grammar, Human Values and Professional Ethics and Gender Sensitization Android Technology, Android Application. NGS data analysis, Jumping Genes, Latex, Environmental Management, Taxation, Short term course on Web designing (HTML,CSS), Fundamentals of Banking and Finance, Fundamentals of Insurance, Modi Script, Introduction to Psychopathology Counselling Skills and Information Technology, Event Management, Retail Management, UNO Studies, International Relations, Human Rights and Role of International Law

**Training Programs:** Food Preservation, Tally, Bank Training, Disaster Management and Barclays Training

**Outcome:** The synergy between curriculum and value added course has resulted in improvement in overall development and in acquisition of communication and life skills. The students are equipped with sound values and professional ethics, which help to raise confidence and give direction through training and increase in employability.

### **6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response:** 5.2

#### **6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
11	5	3	3	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** C. Any 2 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

**Response:**

The college has undergone two cycles of accreditation in 2004 and 2012 respectively. The IQAC was established after the first accreditation cycle. It has implemented many quality enhancement measures in addition to those pointed out and recommended by the peer team report in the academic and administrative

domains during the last five years. IQAC takes regular reviews of academic and administrative functioning of the college through meetings with core committee, heads of the various departments, convenors of committees and administrative staff. The decisions taken in such meetings are implemented for quality enhancement.

Some of the Salient features of IQAC are:

- Well planned execution of Curricular, Co-Curricular and Extra-Curricular Activities
- Academic and Administrative Audit of departments and committees
- Up-Gradation of infrastructural support
- Verification of Staff self appraisal forms
- Organization of Seminars, Conferences and FDP
- Result Analysis
- Feedback Collection and Analysis
- Introduction of Best Practices in every academic year
- Regular submission of AQAR

**The details of quality enhancement initiatives are uploaded as a separate file in Additional Information.**

File Description	Document
Any additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response:** 24

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	2	6	6	3

**File Description**

**Document**

Any additional information

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

**Safety and Security:**

**Security Staff:** There is 24 hours security on the campus. The security is managed by duly appointed director of Security and Safety, Azam Campus. This ensures the safety of the students and staff. Security breaches and indisciplinary behavior is handled by campus security and referred to the college administrative officials for further action if necessary.

**CCTV Surveillance:** The campus has 427 CCTV cameras fixed at various locations and footage is monitored. The CCTV footage backup of 26 days is available.

**Student Welfare Committees:** Anti-Ragging Cell, Discipline Committee, Grievance Redressal Cell play important role in generating awareness and addressing gender related issues. The members of discipline committee monitor floor-wise discipline. Students' representation is reflected in all these bodies. These committees actively organize a number of programs related to gender sensitization as mentioned in table 7.1.1.

These measures ensure a conducive and safe environment necessary for female students.

### **Counseling :**

**Teachers:** The teachers provide academic, career and personal counseling. Sometimes students approach the teachers with their problems. This is particularly noted in case of female students who lack parental support for completing their higher education. If the teacher is unable to guide the students for personal issues, then the student is referred to counseling cell.

**Counseling Cell:** The college has a counseling cell that works under the guidance of the Head, Department of Psychology. The Counseling cell assesses, identifies and addresses problems of emotional, family and social issues through Psychological First Aid. This service is free of cost for the students.

**Professional Counseling:** Few cases are referred to competent Psychiatrists and Psychologists whose details are maintained with the Psychology department. The students may avail of these services.

### **Common Room:**

The College has separate common rooms for girls and boys. Both common rooms have attached washrooms in addition to separate sanitary blocks at various places. There is common seating arrangement in Green Auditorium with seating capacity of 300. One non teaching staff monitors the area for discipline.

### **7.1.3 Alternate Energy initiatives such as:**

#### **1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 30

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 360

7.1.3.2 Total annual power requirement (in KWH)

Response: 1200

<b>File Description</b>	<b>Document</b>
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **7.1.4 Percentage of annual lighting power requirements met through LED bulbs**

**Response:** 96

## 7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 96

## 7.1.4.2 Annual lighting power requirement (in KWH)

Response: 100

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

**Solid Waste Management:** For segregation of waste, green and red bins are kept everywhere. Canteens use degradable and washable plates. “Sanibins” are kept in ladies washrooms. Campus has a Vermicomposting pit. Plant litter is separately composted.

**Liquid Waste Management:** Liquid waste is disposed off safely as per standard methods.

Implementation of Microscale Techniques at PG and UG levels has achieved scaling down of consumption.

Rotavapour is used for distillation and recovery of solvents. Use of dilute solutions and double burette methods for titrations ensures minimum consumption of chemicals.

Routine checking and repairing of Taps, Drainage and water pipelines is done.

**E- waste management:**

E-waste is collected and handed over for safe disposal to “Anand Computer Systems”, a Maharashtra Pollution Control Board certified firm based in Pune. Old batteries are replaced by buy back scheme with specific vendor.

In order to create awareness about e-waste and its management in the student and staff community, poster and street play competitions are organized. A survey was conducted on ‘Awareness of E-waste Management and its Disposal Methods’.

Blog address: <http://greenitprojectpune.blogspot.in/>

Face book page: <https://www.facebook.com/ewasteaisc2016/>

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

**Introduction:** The college has undertaken an initiative entitled “Green Campus” aimed at transformation of campus from dependency to sustainability with respect to water resources. The Rain Water Harvesting project is an attempt in this direction.

**Planning:** An inspection of six bore wells in the campus was undertaken to determine depth and channeling for their utility in the replenishment of groundwater table. Specific problem areas in need of ground water recharge have been earmarked.

**Implementation:** Rain Water Harvesting Project for the entire campus is finalized and implemented.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- Students, staff using
  - a) Bicycles
  - b) Public Transport
  - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

#### Response:

#### ?????Students and Staff:

1. 54% of staff and students use car, two-wheeler and auto-rickshaw pools.
2. Students are encouraged to make conveyance passes and 33% use public transport.
3. Support-staff use bicycles and 13% students and staff walk to college.
4. Campus is a Horn Free zone and vehicular movement is restricted.

Mode of	2012-13	2013-14	2014-15	2015-16	2016-17	Total	Avg. %

<b>Conveyance</b>							
<b>By walk</b>	3.62	11.03	14.05	15.80	14.14	58.65	11.73
<b>Bicycle</b>	0.21	0.89	1.10	1.47	1.81	5.48	1.10
<b>Two Wheeler</b>	4.19	12.87	14.24	9.08	3.91	44.29	8.86
<b>Bus</b>	7.43	26.57	35.93	45.44	45.06	160.43	32.09
<b>Train</b>	0.00	0.00	0.00	0.59	0.89	1.49	0.30
<b>Other</b>	84.55	48.64	34.68	27.62	34.18	229.67	45.94

### **Plastic Free Campus:**

#### **Canteens:**

Canteens are instructed to minimize use of plastic and use of disposable plastic is disallowed.

#### **Plastic Free Campaign:**

College and Lions Club, Pune organized Plastic Free Pune Campaign in February 2017. President and Secretary of the Lions Club delivered talks on Plastic Free Campaign.

#### **Paperless Office:**

1. Communication between departments is through email. Official Information is sent online.
2. Photographs are maintained in soft copy.

#### **Administration:**

1. Major Administration processes have been digitized using Vriddhi ERP.
2. Notices are forwarded on email and WhatsApp groups of teaching, non-teaching staff and students.

#### **Academics:**

1. 77% of the class rooms are Smart/ ICT enabled.
2. Vriddhi ERP, MOODLE and Easy class are used.
3. Scrap is given to agencies for recycling.

#### **Green landscaping with trees and plants**

1. Carbondioxide neutrality is maintained by 449 plants that sequester 40 tonnes of carbon annually.



File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.38

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.27	0.72	0	0.14	4.52

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Green audit report	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendlines Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response: 25**

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	3	4	7	11

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response: 18**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	8	3	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 59

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

In the pursuit of all-inclusive education, efforts are taken to make them conscious of the contribution of social, cultural and educational reformists. Rallies are organized around various themes like 'Anti-drugs', 'Anti-corruption' and 'Education for All'. There is commemoration of the work done by great social and religious reformers like Mahatma Jyotiba Phule, Dr. Babasaheb Ambedkar, Prophet Muhammad and Shivaji Maharaj, Displays, banners and slogans in the rally reflect the contribution made by the leaders.

The College also observes birth/death anniversaries of great Indian personalities like Mahatma Gandhi, Pt. Jawaharlal, Dr. Subhash Chandra Bose, Lal Bahadur Shastri, Indira Gandhi, A. P. J. Abdul Kalam, Savitribai Phule, Anna Bhau Sathe, Ahilyabai Holakar, Krantisinha Nana Patil, Rushi Ved Vyas, Din Dayal Updhyay, Sardar Vallabhbhai Patel, Rajmata Jijau Maasaheb, Maharana Pratap, Mahatma Basweshwar and Yashwant Rao Chavan.

Celebration of important days like Constitution Day, Human Rights Day creates awareness amongst students about issues of human rights, importance of the Indian Constitution, rights and duties of Indian citizens. The college celebrates Independence Day and Republic Day with great enthusiasm.

The effort is a step towards indoctrinating patriotism and nationalism in the young students. This holistic approach will go a long way in creating responsible citizens.

File Description	Document
Any additional information	<a href="#">View Document</a>

### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

**Finance:** The College plans its activities with the budget for the year and places it before the College CDC for recommendation. Once it is recommended by the CDC, it is considered to be sanctioned by the Executive body of the management unless explicitly stated to the contrary. The college and every Head of Department can proceed with its annual activities without any further requirement of financial sanction.

The policy manual of the college defines the limits of expenditure for routine activities as well as the limit of expenditure for self-development programs for staff. All staff members can execute these activities to the budgetary provision specified in the policy manual. All purchase expenditure is sanctioned through a purchase committee, which follows the set purchase procedure.

**Academic Transparency:** The teaching workload is allocated to the staff members of the respective departments for the following Academic Year at the end of the previous Academic year. The Subjects are assigned as per the specialization and expertise of the teacher in consultation of the Head of the Department.

Once the workload and timetable is finalised, the class wise time table is displayed on the notice boards and teacher-wise individual timetable is submitted to the office and lecture monitoring in-charge. Thus in addition to the heads monitoring of the academic schedule, the same is also monitored at a central level. In case of any lecture/practical not being engaged, it is brought to the notice of the concerned teacher and HOD by the Principal.

Most of the extra -curricular and co-curricular activities of the college are conducted by the various committees of the college. Each teacher has to be a member of at least two committees and the Convenors of committees may or may not choose not to be a member of any other committee. Every teacher can choose the committee he/she wants to work in for the academic year.

**Administration:** The college administration is divided into various departments like admission and eligibility, accounts, examination, scholarship, University work, salary disbursement and work of Directorate of Higher education. Each department is responsible for execution of the work allotted to it and is also responsible for any lacunae. The administration of the college is centred with the College Office Superintendent who is also a member of IQAC. Decisions that affect various departments are only taken after a joint meeting of all concerned staff and departments.

**Auxiliary Functions:** The management provides for campus security, cleanliness, maintenance and repairs at a central level. The services are prompt and efficient.

**IQAC:** The IQAC is the pivotal unit in the college. The IQAC is chaired by the Principal and work is executed by the coordinator and core committee. All Curricular, Co-curricular and extra-curricular activities are routed through the IQAC. This ensures transparency at all levels and goes a long way in the smooth functioning of the college.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### Best Practice – 1

1. **Title of the Practice:** Felicitation of Parents of Meritorious students.
2. **Objectives of the Practice:** To encourage the parents to be proactive in their ward's Higher education. To motivate parents to encourage their wards to give their best in pursuit of excellence in education.
3. **The Context:** A large number of students come from poor socio-economic backgrounds. Many of these students are first generation learners whose parents have no exposure to guide and mentor their wards. The parents need to be oriented towards the need of excellence in academics.
4. **The Practice:** All students who top the college merit list are felicitated together with their parents, at the Annual Prize Distribution Program of the college. The parents accompany their meritorious ward to receive the prize at the felicitation program.
5. **Evidence of Success:** This special felicitation program which is a unique practice of our college is appreciated by the parents and students. This program motivates other students to put in their best.
6. **Problems Encountered and Resources Required:** The parents and students need to be contacted well in advance and ensure that they are seated in place in advance enabling the smooth functioning of the program.

#### Best Practice - 2

1. **Title of the Practice:** Popularization of Use of Computers and ICT.
2. **Objectives of the Practice:** To add quality in the Teaching Learning process through implementation of ICT methods.
3. **The Context:** Use of graphical images, animations, videos of demonstrations and video lectures by eminent professors plays an important role in understanding various concepts. Online resources are a very rich source of information with graphical explanations which are missing from regular text books.
4. **The Practice:** Teachers use ICT during their lectures through the use of power point presentations, Graphical Interchange Format (GIF) animations, Shock Wave Flash animations, explanatory notes with images and on line research papers. In addition, the college has developed two smart class rooms with interactive boards and short throw LCD projectors. Digital camera is also used to show the images from books, slides on the projector. The college has upgraded ICT facilities and all classrooms and seminar halls have LCD Projectors and Computers.
5. **Evidence of Success:** Students at under graduate and post graduate level are equally comfortable with the use of these ICT methods. They present seminars which they prepare by using online resources under the guidance of their teachers. The presentation of seminar is made on LCD projectors, which is mandatory for each student at PG Level. The students submit e-assignments and present their project work on LCD projectors during practical examinations.
6. **Problems Encountered and Resources:** Vernacular language departments have some limitations in using this facility to an optimum level. As the main thrust of the Parent Body is 'growth with latest technology'; resources for purchase and maintenance of Computers and other Information

and Communication Technology is readily available.

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Any additional information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

The College focuses towards the education and development of the socially and economically weaker sections of society and Muslims in particular.

The college is surrounded by an underprivileged and middle class habitation. The college follows first come first served admission policy. This policy ensures that the students residing in the vicinity of the college and the first generation learners are accommodated.

As many students come from vernacular medium, it becomes imperative to offer English language, personality development, confidence building activities and bridge courses to ensure their growth.

The college organizes a variety of activities and rewards the efforts of the students through prizes for the activities thus building the confidence of the students.

The college informs students about the availability of scholarship schemes. The teachers contribute to poor fund, which is utilized to sponsor the education of needy and deserving students. The management also sponsors the fees of needy students. The college runs three parallel earn and learn schemes, to accommodate the large number of students that apply for the same.

As many of the students are first generation learners, the college has to involve the parents in their growth, progress and achievement.

Meritorious students and their parents are felicitated at the annual prize distribution function. Regular parents' teachers meetings are organized to inform the parents about the progress of the students. Socio-

cultural challenges like early marriage and post-marriage opposition to further studies are addressed.

The college campus is secure Wi-Fi enabled. Students and staff are provided with Wi-Fi on their devices. The college has adopted technology based methods of teaching and learning and efforts are taken to provide the students with latest information technology faculties. In this endeavor the management is proactively involved. In the words of the President, M.C.E. Society, Dr. P. A. Inamdar “If you want to bridge the gap between the rich and poor, then empower the poor with knowledge of technology; which in the present times is a great equalizer”.

NAAC



## 5. CONCLUSION

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### **Additional Information :**

The college promotes the conduct of Co-curricular and extra-curricular activities. It imparts quality education which is reflected through commendable performance of students in the University Merit List.

#### **Committees**

IQAC constitutes a number of committees and appoints their conveners every year for college administration. The committees include College Planning and Development, Admission, Research, Faculty-wise Associations, Alumni Association, Cultural Committee, NSS and NCC Units, Student Welfare Committee, Anti-Ragging and Grievance Redressal Cell, Minority Cell, Discipline Committee, Counseling Cell, Foreign Students Cell, Central Purchase Committee, Library Committee, Gymkhana Committee, Placement Cell and Examination Committee.

#### **Examination**

The College Examination Officer (CEO) monitors the submission of online examination forms to the University and assists students to apply for revaluation and re-assessment. Preparation of results for first year UG classes is through Customized Software. It organizes annual convocation for UG students.

#### **Physical Education**

The gymkhana committee organizes events like Abeda Inamdar Rolling Trophy, Inter- collegiate tournaments for softball, baseball and cricket; Zonal tournaments for hockey and softball. The department conducts annual examination to assess and evaluate the progress of students.

#### **Library**

The college e-library automated with "Vridhhi ERP" software has 79 computers in addition to the Central Library and Departmental Libraries. Online learning resources like N-list Inlibnet and National Digital Library (NDL) are also available to all the students and staff.

#### **Placement Cell**

The placement cell facilitates and counsels students, organizes training and development programs. Job fairs and recruitment drives are organized. The students are updated about various job opportunities and relevant training programs.

### **Concluding Remarks :**

#### **Administrative Functioning**

#### **Management**

The management provides financial and infrastructural facilities. It promotes decentralization of administration through the College Development Committee (CDC), Principal and IQAC.

### **College Development Committee**

College Development Committee (CDC) with staff representation from each faculty, plans, monitors and evaluates the administrative and academic processes.

### **IQAC**

All important decisions are routed through IQAC. It compiles academic calendar, promotes Research, augments infrastructure and monitors teaching, learning and examination and student welfare. It institutionalizes Best Practices in Administration and Academics.

### **Principal**

The Principal is the Academic and Administrative head of the college who takes all important decisions in consultation with IQAC and the CDC.

### **Committees**

IQAC constitutes a number of committees and appoints their conveners every year. Certain committees have students' representatives, which ensure the active involvement and participation of the students in the programs undertaken.

### **Academic Functioning**

#### **Departments**

The heads of departments prepare academic calendar, allot workload, remedial coaching, internal assessment and result analysis. Teachers' feedback and takes corrective measures are taken. The Head sanctions leave and prepares confidential reports.

#### **Teachers**

The teachers conduct regular internal assessments, extra-curricular and co-curricular activities. They use ICT and Experiential methods to complement conventional teaching. The teachers mentor Slow and Advanced learners and conduct parent-teacher meetings. Academic and Personal counseling is done.

The college sensitizes the students towards their social and civic responsibilities enabling the development of graduate attributes which plays a positive role in Nation building.