Y & M Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE,

Camp, Pune – 411001 (MS)

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ANNUAL QUALITY ASSURANCE REPORT

Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

(NAAC)

Bengaluru

2015 – 2016

Annual Quality Assurance Report (AQAR) of the IQAC
2015-2016

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Y & M, Anjuman Khairul Islam's
> Poona College of Arts, Science & Commerce

1.2 Address Line 1

> 1647, New Modikhana,

Address Line 2

> Camp,

City/Town

> Pune

State

> Maharashtra

Pin Code

> 411001

Institution e-mail address

> principal@akipoonacollege.ac.in

Contact Nos.

> 020-2645 4240 / 26446319

Name of the Head of the Institution:

> Dr. M. Rafique Sarkhawas

Tel. No. with STD Code:

> 020-2645 4240 / 26446319

Mobile:

> 0091- 9890805553

Name of the IQAC Coordinator:

> Dr. Shakeel Ahmed

Mobile:

> 0091-9890173342

IQAC e-mail address:

> iqacpc@gmail.com

1.3 NAAC Track ID

> MHCOGN 11161

1.4 NAAC Executive Committee No. & Date: | EC/SC/09 dated 14/09/2015 |

1.5 Website address: | www.akipoonacollege.ac.in |

Web-link of the AQAR: | www.akipoonacollege.ac.in /IQAC/AQAR_2015_16 |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	-	2004	2009
2	2nd Cycle	B	2.79	2015	2020

1.7 Date of Establishment of IQAC: | 11/07/2003 |

1.8 AQAR for the year | 2015 – 2016 |

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

AQAR 2014-15   (05/08/ 2015)

1.10 Institutional Status – Permanently affiliated to Savitribai Phule Pune University, Pune

University   State ✔   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✔   No ☐

Constituent College   Yes ☐   No ✔

Autonomous college of UGC   Yes ☐   No ✔

Regulatory Agency approved Institution   Yes ☐   No ✔

Type of Institution Co-education ✔   Men ☐   Women ☐

Urban ✔   Rural ☐   Tribal ☐

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

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

1.11 Type of Faculty / Programme

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

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

Others (Specify)

1.12 Name of the Affiliating University | Savitribai Phule Pune University |

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

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST ☐

UGC-Innovative PG programmes ☐   Any other ☐

UGC-COP Programmes ☐

2. IQAC Composition and Activities

2.1 No. of Teachers | 08 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 01 |

2.4 No. of Management Representatives | 01 |

2.5 No. of Alumni | 01 |

2.6 No. of any other stakeholder and community representatives | 01 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 15 |

2.10 No. of IQAC meetings held | 05 |

2.11 No. of meetings with various stakeholders:

Faculty $\boxed{08}$ Non-Teaching Staff $\boxed{03}$

Students $\boxed{04}$ Alumni $\boxed{02}$ Others $\boxed{03}$

2.12 Has IQAC received any funding from UGC during the year? Yes $\boxed{}$ No $\boxed{\checkmark}$

If yes, mention the amount $\boxed{}$

2.13 Seminars and Conferences (only quality related)

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

Total Nos. $\boxed{00}$ International $\boxed{00}$ National $\boxed{00}$ State $\boxed{00}$ Institution Level $\boxed{01}$

(ii) Themes $\boxed{\text{Need of Quality in the Higher Education in India}}$

2.14 Significant Activities and contributions made by IQAC

> A review of the research activities by the college faculty was taken by the IQAC in tandem with the college Academic and Research Coordinator (ARC) who coordinates between the research activities of the college staff and the Board of College and University Development (BCUD) of the affiliating University and also convene regular meetings of the college research committee for evaluating, recommending and forwarding of the research proposals to the University and/or the UGC.

> The proposal for upgrading the ICT tools being currently used in the college was forwarded for the sanction by the college managing trust.

> The IQAC data undertook a review of the faculty development programmes organized last year, and drafted the themes of those to be organized during the current academic year, identifying and short listing the advisory committee, invitees and coordinator.

> The IQAC has urged the faculty to lay greater stress on extension and sports activities in spite of consistent and exemplary performances exhibited. While lauding the achievements in sports the IQAC urged the gymkhana committee to continue organizing inter collegiate sports events.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1) Quality Seminar	College has successfully organized institutional level workshop on "Need of Quality in the Higher Education in India" on 27th April 2016.
2) Organization of Seminar / Conference / Workshops at State, National and International level (Sponsored by BCUD, Savitribai Phule Pune University and Self-Financed)	The college successfully organized one international, two national level conferences / seminars. Eminent scholars of national and international repute visited the college and delivered impressive presentations. All the attendees and invitees appreciated the quality of the events organized. These are a. International Conference on "Environment Concern and Sustainable Development b. National Conference on "Advances in Organic Chemistry" c. National Seminar in MGNREGA: Problems and Perspective d. State level Seminars in Commerce
3) Academic Calendar	All activities included in the Academic calendar successfully executed.
4) Promotion of research among the faculty and students.	The involvement of faculty in research was satisfactorily enhanced with several of them working on research projects sanctioned to them by sponsoring agencies such as UGC, BCUD-SPPU, ISRO etc. Ministry of Earth Sciences (MoES) sanctioned major research project worth ₹. 13,00,000/- The supervision of M.Phil. /Ph.D. students by the faculty improved and many of them were awarded their degrees. Students are also encouraged to undertake research in their chosen fields and publish papers in various seminars and in In-House Journals.
5) Organization of multiple sporting events (local and Intercollegiate) with special impetus to participation of our students	This year our college had organized 'Abhijit Dada Kadam intercollegiate football tournament'. Our five players were selected to represented at the zonal level.

6)	Organization of extension activities and participation in 'Swach Bharat Abhiyan'	Department of Commerce organized 'Com-Fest' enabling students to showcase their talents. NSS volunteers Participated in 'Swach Bharat Abhiyan' to bring awareness about cleanliness among Society.
7)	Educational excursion cum study tours for students	Visit to locations of scientific interest were organized for the exposure of science students and excursion cum study tours for general students were organized.
8)	Use of ICT to be enhanced	Several ICT tools were installed and brought into actual practice. The teaching and learning methodology was assisted and enhanced by the use of these tools.
9)	Eco-friendly and green initiatives to be upped and enhanced	Several events for inculcating eco-awareness and promotion of greener methods for staff and students were organized.

* Academic Calendar of the year is attached as Annexure-I.

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

Management ☑   Syndicate Any other body ☐   LMC ☐

Provide the details of the action taken

The members of college management were impressed by the annual quality assurance report of the college. They appreciated the extensive draft prepared for the Re-Accreditation, conduct of several curricular and extracurricular activities mentioned in AQAR and an appeal to put in additional efforts to augment the academic, research and extension activities on a higher scale during the next year was communicated to every department.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	06	0	06	0
PG	10	0	07	0
UG	22	0	05	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others (M.Phil.)	01	0	01	0
Total	**39**	**0**	**19**	**0**
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	22
Trimester	0
Annual	17

1.3 Feedback from stakeholders*   Alumni ☑ Parents ☑ Employers ☐

(On all aspects)   Students ☑

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

Analysis of the feedback is attached as Annexure-II

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

Yes
- ➢ The undergraduate and postgraduate syllabus of all the subjects at the third year was revised from June 2015.
- ➢ To enhance literary and linguistic competence of students.
- ➢ To curb the sense of hesitation, to develop delivering skills through writing and speaking and also to develop critical, analytical and comparison abilities among the students.
- ➢ To equip students to understand systemic facts and latest theoretical developments forempirical analysis.
- ➢ It would help in technology-oriented students with the knowledge and ability to develop creative solutions.
- ➢ To develop independent logical thinking and facilitate personality development.
- ➢ From this year affiliating university had incorporated following two add-on courses at Postgraduate level.
  - i) Human Rights Education ii) Cyber Security iii) Event Management / Web Development

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
74	32	41	00	00

2.2 No. of permanent faculty with Ph.D.

40

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
36	06	00	00	00	00	00	00	36	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

11	06	40

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	50	100	10
Presented	22	75	00
Resource Persons	02	04	04

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

- Creation of learning environment in classes which motivates critical thinking, creativity and scientific temper.
- Continuous evaluation methods with use of IT gazettes during teaching and learning.
- Online animated teaching through web-sites.
- Practical's using Mobile Simulation.
- Use E-Books and Web resources.
- Case studies, field visits etc.

2.7 Total No. of actual teaching days during this academic year

188 Days

2.8 Examination/ Evaluation Reforms initiated by the Institute

a) To ensure transparency in the assessment, photocopies of answer books are provided to student candidates of various examinations on request at the first year level.

b) Internal tests are conducted regularly for evaluating the performances in theory and practical. Internal evaluation of Science faculty students is done by taking objective test at the end of each term. For Arts and Commerce faculty students, internal evaluation is done by conducting Term-end examination.

c) Examination Committee prepares a common examination time-table to conduct Term -end examination for all subjects in Arts and Commerce faculty.

d) Question papers for internal evaluation are prepared by staff members of respective subjects, under the guidance of Head of Departments.

e) Multiple Choice Questions (MCQ) Test are compulsorily incorporated for the Environmental Awareness Course Examination at the second year undergraduate courses.

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

07	02	14

2.10 Average percentage of attendance of students

76.50 %

2.11 Course/ Program wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Psychology	29	31.03	37.93	20.68	11.00	100
B.A Statistics	02	00	50	50	00	100
B.A Urdu	12	50	33.33	8.33	8.33	100
M.A Urdu	01	100	00	00	00	100
B.A Arabic	27	33.30	22.20	26	19	100

B.A Persian	05	60	20	20	00	100
B.A. Sociology	143	20.27	30.00	27.27	21.00	98.00
B.A Political Science	54	07.00	38.00	32.00	20.00	97.00
B.A History	22	04.00	09.00	00.00	00.00	91.00
B.A Economics	42	11.09	23.80	47.00	04.76	88.09
M.A. Economics	26	19.20	53.84	19.20	00	92.30
B.A Hindi	15	06.66	33.33	26.66	20.00	86.65
B.A. English	67	05.97	11.94	34.32	41.79	94.02
M.A English	45	08.88	73.33	04.44	00.00	86.66
B.Com	404	08.21	14.85	08.91	14.60	55.94
M.Com	58	10.34	37.93	17.24	10.34	84.47
BBA	36	02.77	27.77	33.33	13.88	83.33
BCA	74	04.05	10.81	05.41	02.70	24.32
B.Sc. Chemistry	54	27.70	11.11	01.85	00.00	40.70
M.Sc. Chemistry	22	41.25	32.17	05.27	00.00	88.76
B.Sc. Botany	08	37.50	25.00	00	00	62.50
B.Sc. Computer Science	103	05.28	25.24	00.00	00.00	57.28
M.Sc. Computer Science	17	29.41	05.88	00.00	00.00	88.23
B.Sc. Electronics.	22	22.72	36.36	22.72	00.00	81.96
M.Sc. Electronics	12	27.80	27.27	36.36	00.00	90.90
B.Sc. Mathematics	21	38.10	04.76	00.00	00.00	42.85
B.Sc. Geology	20	05.00	25.00	00.00	00.00	30.00
B. Sc. Zoology	28	36.00	32.00	00.00	00.00	68.00
M.Sc. Zoology	14	21.42	50	03	21.42	92.85
B.Sc. Physics	17	47.00	47.00	00.00	00.00	94.00

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

- Planning of Academic Calendar for proposed activities during the academic year.
- Lecture plans from the teaching staff collected and suggestions for change if any are communicated
- Directives for conducting the Parent-Teacher meetings of all departments.

- Efforts to promote use of ICT in teaching and learning process.

- Providing the structure of the bridge course and remedial teaching.

- Efforts to augment the conduct of faculty development programmes during the year

- Providing strategies for improving the admissions.

- To conduct academic audit and analyse the feedbacks.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc	27
Others	04(FDP)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	26	02	00	03
Technical Staff	35	03	03	02

CRITERIA-III

3. Research, Consultancy and Extension

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

- The IQAC provides the framework of faculty development programmes to be conducted during the year in consultation with respective HODs and the same is inserted in the academic calendar.
- The IQAC encourages faculty members to undertake research projects and supervision of M.Phil and Ph.D. research scholars giving priority among the comrades. Many staff members have obtained their M.Phil and Ph.D. by taking guidance from their departmental colleagues.An analysis of research activities undertaken by each department during the previous year is conducted and suggestions for supplementing them are communicated to the staff.
- The IQAC provides necessary help to the interested faculty members to apply for research grants from different sponsoring agencies and also guide them, wherever required, to carry out research projects.

3.2Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3	1	0
Outlay in Rs. Lakhs	0	40.973	17.008	0

3.3Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	0	0
Outlay in Rs. Lakhs	0	2.95	0	0

3.4Details on research publications

	International	National	Others
Peer Review Journals	34	37	0
Non-Peer Review Journals	0	6	0
e-Journals	0	0	0
Conference proceedings	0	28	0

3.5 Details on Impact factor of publications:

Range $\boxed{\text{1.00-3.00}}$ Average $\boxed{\text{2.00}}$ h-index $\boxed{2}$ Nos. in SCOPUS $\boxed{}$

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-17	MOES	1700800	1092900
	2012-15	UGC, ISRO	2570800	1800000
	2013-15	ISRO-STC-SPPU	860000	681402
	2011–14	UGC	666500	0
Minor Projects	2013-15	BCUD-SPPU	155000	41628
	2013-15	UGC	50000	25000
Interdisciplinary Projects	-	-	00	00
Industry sponsored	-	-	00	00
Projects sponsored by the University/ College	-	-	00	00
Students research projects	-	-	00	00
Any other(Specify)	-	-	00	00
Total			6003100	3640930

3.7   No. of books published   i) With ISBN No. $\boxed{06}$ Chapters in Edited Books $\boxed{04}$

ii) Without ISBN No. $\boxed{00}$

3.10   Revenue generated through consultancy $\boxed{00}$

3.11   No. of conferencesorganized by the Institution

Level	International	National	State	University	College
Number	0	4	0	0	2
Sponsoring agencies	-	UGC(2), SF(2)	-	-	SF(2)

3.12   No. of faculty served as experts, chairpersons or resource persons $\boxed{11}$

3.13 No. of collaborations International ☐ 00 ☐   National ☐ 05 ☐   Any other ☐ 00 ☐

3.14 No. of linkages created during this year ☐ 02 ☐

3.15 Total budget for research for current year in lakhs:

From Funding agency ☐ 40.973 ☐

From Management of University/College ☐ 00 ☐

Total ☐ 40.973 ☐

3.16 No. of patents received this year

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

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

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

3.18   No. of faculty from the Institution who are Ph. D. Guides ☐ 17 ☐

and students registered under them ☐ 56 ☐

3.19   No. of Ph.D. awarded by faculty from the Institution ☐ 10 ☐

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

JRF ☐ 00 ☐   SRF ☐ 00 ☐   Project Fellows ☐ 05 ☐   Any other ☐ 00 ☐

3.21   No. of students participated in NSS events:

University level ☐ 09 ☐ State level ☐ 00 ☐

National level ☐ 00 ☐ International level ☐ 00 ☐

3.22   No. of students participated in NCC events:

University level [29] State level   [03]

National level [02] International level [00]

3.23 No. of Awards won in NSS:

University level [00] State level   [00]

National level [00] International level [00]

3.24 No. of Awards won in NCC:

University level [00] State level   [01]

National level [01] International level [00]

3.25 No. of Extension activities organized

University forum [08] College forum [25]

NCC [12] NSS [25] Any other [00]

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

- Motivation of Faculty and students is gained by observing all the events that are recommended by the Central, State Governments and local administrative bodies such as municipality and cantonment. Some of such events were Ekta Divas, Samvidhan Divas, Gandhi Jayanti, Marathi Divas and Swach Bharat Abhiyaan. They contribute in commemoration of important events by integrating them with compaigns.

- Many faculty members are associated with non-governmental organizations (NGOs) who are actively involved in social activities such as Women empowerment, national integration and social equity.

- Faculty are encouraged to contribute their expertise in the capacity of resource person for the training of state Government officials in matters related to minority policies and law enforcing agencies. Many faculty members have immensely and consistently contributed as resource persons to the Yashwantrao Chavan Academy of Development Administration (YASHADA) and the Pune Police Commissariat.

- The college NSS unit has organized a one week special camp at remote village of Pune district. In this camp NSS volunteers of our college have bonded with the villagers and given their best to uplift them socially as well as educationally. From the very basic hygiene awareness to making them economically self-reliant, our students have transformed the face of the place.

- In order to bring smiles on the faces of deprived people, students visit the local old age home, school for blind, orphanage on important festivals for distribution of gifts among the inmates.

- Community Orientation activities are reflected through blood donation camps, Awareness programme on nutrition, AIDS and cardio-vascular resuscitation etc.

- Faculty and students are encouraged to assist the law enforcing agencies during the social gatherings such as Ganesh Mahotsav,NavratraMahotsav, Ramzan and SrikrishnaJanmashtami (DahiHandi), X'mas-New year eve etc. many of which extend beyond week. They contribute in guidance, vigilance and traffic discipline related issues, the duties of which are spread over the entire 24 hours of the day.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2 acre	-	-	2 acres (6153.51 sqm)
Class rooms	27	-	-	27
Laboratories	25	-	-	25
Seminar Halls	05	-	-	05
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	15	00	UGC / ISRO / Managing Trust	15
Value of the equipment purchased during the year (Rs. in Lakhs)	30.26	00	UGC / ISRO / Managing Trust	30.26
Others	-	-	-	-

4.2 Computerization of administration and library

a) The Administrative system is partially Computerized.

b) The Admission, examination and library systems are automated with "Vriddhi" software.

4.3 Departmental Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13762	1236768	2020	276776	15782	1513544
Reference Books	60878	4779225	225	191082	61103	4970307
e-Books	-	-	2	8000	2	8000
Journals	-	-	89	100955	89	100955
e-Journals	19	137120	-	-	19	137120
Digital Database	-	-	-	-	-	-
CD & Video	653	-	-	-	653	-
Others	38	42819	-	-	38	42819

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	243	09	05	07	04	06	08	00
Added	-	-	-	-	-	-	-	-
Total	243	09	05	07	04	06	08	00

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

- The college organizes the following workshops / programmes on the themes such as Networking, Tally, HTML & Web Page Design, to familiarize the staff and students about the technology upgradation.
- The technical upgradation of all the computers, application / antivirus software installed is maintained by the department of Computer Science.
- The college uses ERP software "Vriddhi". The training of its usage and tools is provided to the concerned staff. The software is updated online by the software vendor with additional features as and when available with instructions of their usage also communicated.
- During the admission process and during the examination season, special counters are maintained for assisting students in filling online admission and examination forms on the college and/or affiliating University website for which facility for providing hard copies is also arranged.

4.6: Amount spent on maintenance in lakhs:

    a. I C T: 12.53444

    b. Campus Infrastructure and facilities: NIL

    c. Equipments: 10.89386

    d. Others: 26200 (Licensed software's)

Criterion – V

5. Student Support and Progression

5.1. Contribution of IQAC in enhancing awareness about student support services

IQAC plays a vital role in student support and progression by appointing various committees in the beginning of the year and declared the past performance in the meeting and discussed out the lacunas remain in the last year and set a target for the current academic year to all the departmental heads and in charge of the various associations to create awareness among the students and improve their participations in all activities related to academic, curricular and co-curricular activities.

- Medical health Check Up
- Field visit Programs
- Earn and Learn scheme
- Industrial Tour Programs
- Book Bank scheme
- Night Library Facility
- Fee concession scheme
- Scholarship program
- Soft Skill Development Programs
- Gender sensitization program

5.2 Efforts made by the Department for tracking the progression of Students

IQAC monitoring the various activities organized by the departments and associations for the overall development of the students in academic, curricular and co-curricular activities to enhance his/her overall performance of the students. The IQAC gives the permission to the various departments and associations to carry out the systematic time bound program/activities for the students.

- Counseling of academically weak students.
- Remedial & Bridge courses for weak students and vernacular medium is conducted.
- Viva and Tests-.After completing each chapter Question/Answer session is taken.

- Internal Evaluation, oral question answers, Interactive sessions, question paper solving

- Department has organized various motivational and attractive Events

- Assignments, Projects, Peer-Group Discussion

- Arranged placement interviews

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3128	434	09	12M.Phil

(b) No. of students outside the state   213

(c) No. of international students   114

Men	No	%
	2250	63.16

Women	No	%
	1333	36.84

Last Year (2014-2015)					This Year (2015-2016)				
General	SC	ST	OBC	TOTAL	General	SC	ST	OBC	TOTAL
2833	46	235	261	3375	2934	35	302	291	3562

Demand ratio1:1   Dropout 1.68%

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

- Competitive Exam Training Centre conducts coaching students for UPSC/MPSC Examination.

- Workshop was organized to guide students for NET/SET Examination.

- Maharashtra state police pre-recruitment coaching was conducted by RGCCE center of our College.

No. of students beneficiaries   69

5.5 No. of students qualified in these examinations

NET 01   SET/SLET ☐   GATE ☐   CAT ☐

IAS/IPS etc ☐   State PSC ☐   UPSC ☐   Others ☐

5.6 Details of student counseling and career guidance

- Carrier guidance and counseling programs (21 programs) which encouraged students to take admission in various courses run under department.Number of students benefitted are 840 and placed 40

- Preparation of the students for the job interviews in their respective fields, Role Plays, Mock-Interviews, Interview Techniques, Group Discussions, Time-Management, Stress-Management

No. of students benefitted   158

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	58	09	-

5.8 Details of gender sensitization programs

Workshop on women centric themes such as

- Woman's well Being,

- Cancer Prevention: Infections, safety and protection,

- Obesity, Anemia, reproduction Health

- Self-Employment for girls : Food Processing and Canning

- Women Empowerment and sex ratio

are regularly conducted by the Vidyarthinimanch

5.9   Students Activities:

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

State/ University level   06   National level   00   International level   00

No. of students participated in cultural events

State/ University level   03   National level   00   International level   00

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

State/ University level $\boxed{00}$ National level $\boxed{00}$ International level $\boxed{00}$

No. of students participated in cultural events

State/ University level $\boxed{00}$ National level $\boxed{00}$ International level $\boxed{00}$

5.10 Scholarships and Financial Support

	Number ofstudents	Amount
Financial support from institution	34	287550
Financial support from government	766	1496878
Financial support from other sources	03	1258000
Number of students who received International/ National recognitions	42	2465250

5.11 Student organized / initiatives

Fairs: State/ Univ.level $\boxed{01}$ National level $\boxed{00}$ International level $\boxed{00}$

Exhibition: State/ Univ. level $\boxed{02}$ National level $\boxed{00}$ International level $\boxed{00}$

5.12   No. of social initiatives undertaken by the students $\boxed{14}$

5.13 Major grievances of students (if any) redressed:

S. N.	Nature of grievances	Redressal
1	Facility for Photocopies of answerbooks	Redressed
2	Installment facility for payment of fees	Redressed
3	Additional counters to be provided for collection of fees.	Redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- Pursuit of Knowledge in the Service of Humanity

Mission

To serve as a light house amidst all shortcomings and setbacks by defying complacency, we endeavor:

➤ To impart education to students belonging to all strata of society irrespective of caste, gender, colour, creed & religion.

➤ To uplift the deprived and academically weak students by empowering them with knowledge.

➤ To develop moral, ethical, social and aesthetic values amongst our students.

➤ To help equip and develop essential qualities to face the challenges posed by the turbulent currents of change.

➤ To inculcate respect for humanity and to fortify the ideals of perseverance, dedication, quality consciousness and excellence.

➤ To prepare citizens who could grow to be competent and significant contributors for the betterment of mankind through their profession.

6.2 Does the Institution has a management Information System

Yes, the institution uses management information system. Total console system comprising of admission module and examination, administration and library modules are extensively used.

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

6.3.1 Curriculum Development

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a) Curriculum is framed by University of Pune by taking help of various Deans of faculties and members of Board of Studies of various subjects.

---

b) Faculty members are encouraged to get involved in the activities of Board of studies (BOS) by obtaining membership in their respective subject and actively participate in the framing of University curriculum.

c) Workshops on restructuring and revising syllabi in various subjects are organized by the college giving a platform for all faculty members to contribute.

d) Manual feedback is taken from the stakeholders.

6.3.2 Teaching and Learning

a) A special committee prepares a time-table which coordinates between all components and their availability to ensure effective utilization of college infrastructure. Efforts are made to multiplex and share resources among various departments.

b) By deliberating on the events planned during the academic year, the departmental academic calendar prepared by each department serves as the base for the IQAC to prepare the composite academic calendar of the institution.

c) Unit tests, group discussions are conducted and home assignments issued to the students.

d) Students are exposed to outdoor learning process by means of educational trips, Excursions, camps conducted regularly.

a) Bridge course is conducted by departments at the beginning of academic year.

e) Remedial coaching is imparted by the faculty for underperforming students including those interested.

f) Reinforcements to what the students have learnt in the classroom are provided through the following activities:

    i. Seminars, exhibitions, debates, workshops, quiz and Tutorial classes etc.

    ii. Student motivation for participation in the Inter-colligate events, Elocution competition, Poster competition, Essay writing competition, students seminar etc.

    iii. Assigning of project works and report writing exercises.

    iv. Screening of Films based on novels and dramas based on syllabus and Guest Lectures.

6.3.3 Examination and Evaluation

a) Internal tests are conducted regularly for evaluating the performances in theory and practical.

b) Internal evaluation of Science faculty students is done by taking objective test at the end of each term.

c) For Arts and Commerce faculty students, internal evaluation is done by conducting Term-end examination.

d) Examination Committee prepares a common examination time-table to conduct Term -end examination for all subjects in Arts and Commerce faculty.

e) Question papers for internal evaluation are prepared by staff members of respective subjects, under the guidance of Head of Departments. Any lapses in the same are treated as negligence of duty.

f) Faculty members are actively involved in the confidential examination work at the affiliating University. This includes paper setting, assessment, revaluation and moderation during the central assessment programmes (CAP) conducted by the affiliating University at various centers.

g) Multiple Choice Questions (MCQ) Test are compulsorily incorporated for the Environmental Awareness Course Examination at the second year undergraduate courses.

h) To ensure transparency in the assessment, photocopies of answer books are provided to student candidates of various examinations on request at the first year level.

6.3.4 Research and Development

a) College has three research centers namely, Commerce, Chemistry and Economics. Apart from this, the faculty has many of them registered as research guides for M.Phil/Ph.D. in the subjects such as Geology, Zoology, Mathematics, Economics, Botany, Chemistry, Physics and Commerce.

b) College has a research committee to inculcate and motivate the registered research guides to undertake supervision in their respective subjects leading to numerous getting M.Phil./Ph.D. awarded under their supervision.

c) Faculty members are encouraged to undertake research projects and apply for sponsorship to UGC and BCUD of the affiliating University.

d) Teachers are deputed to attend Faculty Development Programme (FDP) such as Orientation, Refresher courses along with conferences/seminars/symposia and workshops. Study Leave for post-doctoral research is also offered on application.

e) Guidance for improving Academic Performance Indicators (API) by various means is provided to the faculty.

f) Library and laboratory facilities are upgraded by addition of learning resources and instruments.

g) Faculty is motivated and encouraged to offer their expert services as resource persons, experts and chairpersons whenever invited. Leave is granted to them on priority.

6.3.5 Library, ICT and physical infrastructure / instrumentation

a) We have central library located on the first floor of the building and it has sufficient infrastructure for girls and boys.

b) The Library Committee plans for the development and proper functioning of the College library and takes effort for maximum utilization of library facility to students. We also have local libraries maintained by various departments typically known as "departmental library".

c) Science Departments has well equipped laboratories but efforts are always made to acquire additional equipments under the sponsorship of various funding agencies.

d) The functioning of central library is undertaken by the software module 'SOUL' along with a larger package known as 'VRIDDHI'.

e) OPAC terminals are provided for searching of college catalogues.

f) Bar-coding system is used for all the books in the library.

g) Spacious canteens are provided for the services of staff and students.

h) Generator backup is given to all components of the college such as class rooms, laboratories, library, student's facilitation centres etc.

i) Adequate ICT resources are provided to each department.

6.3.6 Human Resource Management

a) To enhance the quality of teaching-learning, the faculty is encouraged to take part in seminars, workshops, conferences, Orientations and Refresher courses for which leave is granted on highest priority. Faculty uses this facility effectively and most of them have attended the same.

b) The Head of departments assigns individual workload to the faculty by calling a meeting to ensure the healthy practice of inclusive and assistive work as this gives a platform for individual preferences of each faculty member.

c) The IQAC constitutes various committees during the academic year taking into account the interest and caliber of the faculty members known to them and/or on their special request. This is to ensure active and effective participation of faculty in different activities close to their heart.

d) The administrative and supporting staff is encouraged to attain higher qualifications along with their duties on.The punctuality and accountability of the administrative and supporting staff is assured by redressing their genuine grievances, if any.

6.3.7 Faculty and Staff recruitment

a) Recruitment of faculty and staff members is conducted by following the official and due procedure which confirms to the directives of the affiliating University and/or the State department of higher education.

b) The selection committee is constituted involving all the standard constituents to ensure the selection strictly on the basis of pure merit.

c) The same procedure is adopted for the recruitment of staff (part time / full time / teaching / support) for the self-financing courses too.

6.3.8 Industry Interaction / Collaboration

a) The placement cell of the college maintains a cordial and professional relationship with the industry by inviting them for campus recruitments. The standard operating procedure for the placement activity is strictly followed. The requirements are communicated to the students by way of notices of the same with sufficient time and

the industries are communicated the specializations of the candidates.

b) The college alumni contributes in effecting collaborations with the industry and facilitates conduction of study tours to the Banking sectors, IT sector industries and National Laboratories / institutions such as NCL, RBI and BSE etc.

c) Post Graduate students of Chemistry, Electronics and Computer Science are encouraged to undertake their project work in reputed institutes such as National Chemical Laboratories, Lupin Laboratories, Auro Pharmaceuticals and National Meter Pvt. Ltd., Persistent systems etc.

6.3.9 Admission of Students

a) The IQAC prepares the plans and strategies related to admission in consultation with the Principal. A committee with several sub-committees is constituted to facilitate the admission process at all level and all courses.

b) The college prospectus is prepared and printed to serve as a ready reckoner for instant references of programs available, optional and specialization courses available, subject combination, eligibility requirements and fees etc.

c) Vice-principals of various faculties are involved in the admission process to ensure its smooth conduct.

d) Single Window System is arranged for undertaking all the admission steps such counseling / guidance for selection of programmes/subject/courses, eligibility verification, submission of documents, payment of fees and issue of fee receipt and identity cards.

e) Admission to M.Phil in Economics is granted on the basis of performance in MCQ based Entrance Test conducted by the college.

6.4 Welfare schemes for teaching staff, non -teaching staff and students.

To maintain the healthy atmosphere in the college following facilities are made available for the teaching staff, non-teaching staff and the students.

Teaching and non-teaching:	• Advance payment against the salary.
	• Assistance to avail loan from banks.
	• Free uniforms for supporting staff.

	• A Staff Welfare committee organizes programmes for the staff welfare such as health related issues, stress management etc. • Chit-fund scheme is run by staff clusters to meet their needs.
Students:	• Workshops are organized to guide students for the NET/SET and general competitive examinations leading to their success. • Coaching for UPSC/MPSC and Maharashtrastate police pre-recruitment are conducted by the Regional Guidance Centre for Competitive Examination operational at our college. • Installment facility is provided for fee payment of fee while procuring admission to can't afford. • Facilities like 'Earn while you Learn' and 'Book Bank' scheme are provided to deserving students. • Psychology department organizes workshops on Health and Hygiene especially for the girls and the lady staff.

6.5 Total corpus fund generated   Nil

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

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

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

University of Pune uploads most of the question papers of examination & are downloaded by College CEO by using secrete code which is created by University of Pune and send on register mobile of College CEO. In order to declare result as early as possible, University of Pune has started online system to enter marks of all subjects by every college.

University of Pune also introduced credit based semester & grading system at PG level.

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

The University of Pune has recently introduced option of acquiring autonomous status.

6.11 Activities and support from the Alumni Association

The network of college alumni spread in the city is far reaching and widely spread over the city. There is always a probability of finding them occupying prominent positions in the corporate, academic and government sector spanning diverse fields. Many of them contribute in the college development and activities by lend their expertise in their chosen field. For instance, the college football team is coached by our college alumni Mr. PremPardeshi and Mr. PradeepPardeshi while our boxers are coached by another alumnus Mr. ShafeeqShaikh.

The college alumni contributes in effecting collaborations with the industry and facilitates conduction of study tours to the Banking sectors, IT sector industries and National Laboratories / institutions such as NCL, RBI and BSE etc.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher association provides a sound support for communicating the performance and attendance of those underperforming students to their parent/guardian and suggests them some measures for improvement. This liaison with the parent/guardian also ensures speedy recovery of a few underperforming students. Guidance on the selection of optional courses based on the assessment of student's caliber and interest is also provided to the parents.

6.13 Development programmes for support staff

The support staff plays an important role in the development of the institution. Taking into consideration their health and recreation following activities have been introduced,

- Time bound allotted duties.
- Advance payment in emergency.
- Participation in the training programmes.
- Management and Principal together motivate supporting staff to pursue for higher studies while working in the institute.
- Management offers the opportunity for upward mobility by absorbing them in teaching faculty.
- The members of Non–teaching staff are encouraged to undergo short term computer training and training on accounting.

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

- Solid waste generated in the college is disposed-off in an eco-friendly manner.
- Dust bins are provided at prominent locations in the premises which are cleared regularly. The garbage is segregated in to dry, wet and then disposed-off in eco-friendly manner.
- Vehicle pooling is practiced by several staff clusters who reside in the same locality. This is done by prior planning among those interested. Requests for slight change and approval for mutual exchange of workload in the timetable are also entertained to ensure this eco-friendly practice. Besides being economical, it reduces air pollution thereby cutting down the carbon print and relieves the burden of driving/riding vehicles in the crowded urban roads.
- The same practice is also encouraged among the students too
- PG students especially chemistry are encouraged to undertake experiments which contribute less to pollution.

Criterion VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Students were motivated to attend workshops in other colleges and also for reading habit in the academic year which created a positive impact on their studies. They prepared Digital photography of excursion tour and preparation of documentary on excursion tour to Mahabaleshwar. Seminars for students were conducted through PPT presentation.
2. E-magazine and creative wall magazine project was initiated by the BBA and BCA department for the staff and students of commerce faculty.

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

Plan of Action	Outcome
1) Academic calendar is prepared to perform the different curricular and co- curricular activities	It resulted in the smooth conduction of all the academic activities
2) Soft Skills development programme	Department of Psychology Conducted Soft Skills Development Programme for 10 days
3) Elocution Competition	K.B Hidayatullah. &Payam-E-Rehmat State Level Inter-Collegiate Elocution Competition was organized by Department of Urdu.
4) Career Guidance Lecture	Department of Economics organized Career Guidance Lecture for UG &Pg Students
5) Quality Seminar	College has successfully organized institutional level workshop on "Need of Quality in Higher Education in India" on 27th April 2016.
6) Organization of Seminar / Conference / Workshops at State, National & International level	The college successfully organized one international, three national level conferences / seminars. Eminent scholars of national and international repute visited the college and delivered impressive presentations. All the attendees and invitees appreciated the quality of the events organized.

7) Promotion of research among the faculty and students.	The involvement of faculty in research was satisfactorily enhanced with several of them working on research projects sanctioned to them by sponsoring agencies such as UGC, BCUD-SPPU, ISRO etc. Ministry of Earth Sciences (MoES) sanctioned major research project worth `17,00,800/- The supervision of M.Phil/Ph.D. students by the faculty improved and many of them were awarded their degrees.
8) Organization of multiple sporting events (local and Intercollegiate) with special impetus to participation of our students	This year our college had organized 'Abhijit Dada Kadam intercollegiate football tournament'. Our five players were selected to represented at the zonal level.
9) Organization of extension activities and participation in 'Swach Bharat Abhiyan'	Department of Commerce organized 'Com-Fest' enabling students to showcase their talents. NSS volunteers Participated in 'Swach Bharat Abhiyan' to bring awareness about cleanliness among Society.
10) Educational excursion cum study tours for students	Visit to locations of scientific interest were organized for the exposure of science students and excursion cum study tours for general students were organized.

7.3 Give Best Practices of the institution

1. **Imbibing Leadership Qualities:**
   a. **Aim:** To equip the students with leadership qualities in order to meet societal and job-expectations
   b. **Objectives:** To develop the importance of leadership qualities and encourage the students to take front row in every move.
   c. **Strengths:** Students became more self-confident and independent.
   d. **Weakness:** It had been a bit difficult to convince the vernacular students to come up and speak up on the stage.
   e. **Opportunity:** Students can make career in Event Management and can participate in various competitions and gatherings held in parent college or in other colleges.
   f. **Challenges:** It is a difficult task to motivate students to take part in such activities.

2. **Free Job Fair:**

   a. **Aim:** To provide a platform for our students in the job market.

   b. **Objectives:** To facilitate the students with choices and help them to choose their career options.

   c. **Strength:** Efficient and qualified faculty members having acquaintances with multinational companies.

   d. **Weakness:** The students from vernacular medium hardly meet expectations of companies.

   e. **Opportunities:** Students can strive for excellence in their academic pursuits in order to be recruited.

   f. **Challenges:** It takes a lot of time to arrange and organize job-fairs.

7.4 Contribution to environmental awareness / protection

1. Conducting lectures/talks related to disaster managements, environmental hazards, protection for the students periodically
2. The Institute has initiated energy audit of the college and suggested the authority to use CFL bulbs which consume less electricity.
3. Various departments of the Institute organized Essay & Poster Competition on environment related issues such as environmental Pollution & Global Warming to create ecological awareness

7.6 Any other relevant information the institution wishes to add.

8. Plans of institution for next year

1. To Arrange Cultural Fest
2. Activities to bring Social Awareness
3. Visit to Develop Scientific Attitude and Research Culture among Science Students

Name: **Dr. Shakeel Ahmed**   **Dr. M. Rafique Sarkhawas**

Signature: _____sd/-_____   _____sd/-_____
                Coordinator, IQAC   Chairperson, IQAC
                                        and Principal

Annexure – I

Academic Calendar for the year 2015-16

Month and Year	Activity
June 2015	Reopening Day: Academic Year 2014-15
	Staff and IQAC meeting –Planning of academic year.
	Commencement of Admission Process (First and second year UG courses)
	Selection of students for Inter-Collegiate sports events.
	Training for Weight Lifting and Power Lifting events
July 2015	Bridge course for subjects like English, Chemistry, Mathematics, Accounts
	Admission to final year and Postgraduate courses begin
	Fazilat-e-Ramzan lecture by Dept. of Urdu, Arabic & Persian
Aug 2015	Alumni meet – Eid Milan cum Alumni get together programme
	Industrial visit by department of Commerce.
	Participation in sports events likeFootball and Badminton
	Inter College Football tournament and Practice Camp of Boxing
Sep 2015	Selection, Practice camp and participation in Cricket, Volleyball and Basketball
	Industrial visits by Science Departments
Oct 2015	Remedial teaching for slow learners and backlog students
	Launch of 'Swach Bharat Abhiyan' on Mahatma Gandhi Jayanti.
	Renewal of Affiliation of selected courses.
	Commencement of Semester examination of an Affiliating University.
Nov 2015	Commencement of Term-end examination of B.A. and B.Com. students.
	Workshop on 'Soft Skill Development' by Department of Psychology
Dec 2015	Conduction of Annual Sports
	Educational Excursion trips, study tours to places of interest- all departments
Jan 2016	National conferences on 'Advances in Organic Chemistry'
	Republic Day celebrations
	Workshop on Research Methodology for Research in Commerce, Economics.
	Internal Examination FY/SY/TY B.Sc
Feb 2016	Annual Price Distribution Funct
	Remedial teaching for slow learners and backlog students
	State conference by Commerce Department.
	International conference by Economics Department.
Mar 2016	Commencement of University practical examination
	Commencement of University Theory Exam
April 2016	Central Assessment Programme for first year examination.

Feedback Analysis for the College: AKI's Poona College of Arts, Science and Commerce

The feedback is taken on regular basis and is shared with the faculty members by the respective HOD and Vice-Principal and if required by the Principal as well.

- **Students'-Feedback** on Curriculum is obtained by the College after the completion of the course, in a definite format every semester and academic calendar year. The feedback system is conducted twice in the academic year; once at the beginning of the session which enables the College to anticipate the student and other stakeholder expectations. Also it provides for an intellectual guideline for the teachers to prepare for the academic session. This stricture enables us to bridge the gaps of teaching and delivery between the students and teachers. This further reduces any grievances or issues/lapses caused in teaching sessions. This feedback is elaborated on by IQAC.

- **Alumni:** The Alumni Association of the College which comprises of a Committee of Senior teachers and student members; obtains feedback on curriculum from the alumni members during the meetings every year. These meetings and brain-storming help us to understand the need in the market and create our sessions as per the value based and need based education. Then we also have our Yearly Alumni Meets.

- **Parents:** The College obtains feedback on curriculum from the Parents at the time of the parents-teachers meetings organized by each department regularly on a yearly basis. The feedback mechanism enables a superfluous (wonderful) relationship nurtured between the parents and the teachers. It creates a ground to focus on the child development mechanism. This system has received applaud from all quarters of the stakeholders. Teachers and parents are better able to understand the problems of the students through this exercise.

- **Academic Peers:** The College obtains feedback on curriculum from the subject experts and Industry stalwarts who visit us at the College on a regular basis. The Academic Peer Group works as a focus group for the IQAC and an inspirational force to achieve the market norms and standards of Education and Learning.