

Internal Quality Assurance Cell (IQAC)

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

For the Period 1st July 2016 to 30th June 2017

Of



Anjuman Khairul Islam's
**Poona College of Arts, Science and Commerce,
Camp, Pune – 1 (MS)**

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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Annual Quality Assurance Report (AQAR) of the IQAC 2016-2017

Part - A

1. Details of the Institution

1.1 Name of the Institution	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. Aftab Anwar Shaikh
Tel. No. with STD Code:	020-2645 4240 / 26446319
Mobile:	+91 - 9822621579
Name of the IQAC Coordinator:	Mr. Iqbal N. Shaikh
Mobile:	+91-9850602350
IQAC e-mail address:	iqac@akipoonacollege.ac.in
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_2016-17

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

11/07/2003

1.8 AQAR for the year

2016 - 2017

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

AQAR 2015-16

(11/07/2017)

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. Edn.)
 TEI (Edu) Engineering Health Science Management
 Others (Specify)

1.12 Name of the Affiliating 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
 2.2 No. of Administrative/Technical staff
 2.3 No. of students
 2.4 No. of Management Representatives
 2.5 No. of Alumni
 2.6 No. of any other stakeholder and community representatives
 2.7 No. of Employers/ Industrialists
 2.8 No. of other External Experts
 2.9 Total No. of members
 2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

Faculty	<input type="text" value="10"/>	Non-Teaching Staff	<input type="text" value="03"/>
Students	<input type="text" value="02"/>	Alumni	<input type="text" value="01"/>
		Others	<input type="text" value="02"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	<input type="text" value="00"/>	International	<input type="text" value="00"/>	National	<input type="text" value="00"/>	State	<input type="text" value="00"/>	Institution Level	<input type="text" value="01"/>
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(ii) Themes

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 "Delivering Quality Lecture in the Class room" on 24 th February 2017.
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 Seminar on Innovative Concepts in Commerce, Management and Computer Sciences b. National Seminar on Literature into Film: A Revolution in the Making c. State Seminar on Sociology of Gender d. State level Seminar on Make in India- Role of Educational institutes in India
3) Academic Calendar	All activities included in the Academic calendar successfully executed.
4) DST – FIST Proposal	IQAC has submitted the proposal to DST- FIST to create a better ambience for research by providing greater flexibility to encourage performance of faculty members and scholars.
5) 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.
6) Wi-Fi connectivity	Entire college campus is with Wi-Fi connectivity
7) Organisation of Extension Activities for Students	Department of Commerce organised COMFEST enabling students to show case their talents. Department of Computer Science had organised UNISON 2017 a tech fest for students.
8) Educational Excursion cum Study Tours for Students	Visit to locations of Scientific interest were organised for the exposure of the students.
9) Awareness in Health related issues	Lectures and presentation on health related issues were organised by inviting eminent experts.

* 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 (Enter a number; 0 for nil)**

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	01	0	0	03
Others (M.Phil.)	01	0	01	0
Total	40	0	19	03

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	18

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

- The feedback of the teachers is obtained from students on regular basis and the same is shared with the faculty members, the Principal and Management. The faculty members falling short on any of the parameters are informed about the lacunas so that they can improve in that particular aspect.
- The Management is very keen to note the attitude of Alumni, Parents and the students hence a regular, feedback is obtained by inviting all the above stakeholders.

- The teachers also take feedback in informal ways from students on a regular basis regarding the curriculum. Discussions with subject experts and industry personnel during meetings, seminars and conferences also provide valuable inputs in enriching the curriculum.
- The curriculum design and restructuring is essentially the responsibility of the University. The college, however, provides valuable inputs to the process by way of seeking feedback in many ways such as: Informal discussions with students, alumni and parents. This feedback is passed on to the concerned Board of Studies at the workshops on curriculum revision.
- Some of the teachers are Members of Board of Studies/ Sub Committee members/ expert members where they give their valuable inputs to restructure the curricula. Apart from this, the teachers also participate in 'Syllabus-revision' workshops organized by various colleges/ institutes. Teachers have also worked as Resource persons in workshops organized for syllabus restructuring.

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

As the college is affiliated to Savitribai Phule Pune University, the syllabus is updated by the university. In the present year no syllabus was updated by the university. However, for the self-funded certificate courses, the syllabus was designed by the board of studies at the college level.

1.5 Any new Department/Centre/ Sub-center 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
	68	41	23	2	2

2.2 No. of permanent faculty with Ph.D. 39

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
	8	6	0	0	1	2	0	2	9	10

2.4 No. of Guest and Visiting faculty and Temporary faculty - 03 27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	62	30	58
Presented papers	43	32	18
Resource Persons	5	3	7

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

- Sharing of experiences of experts in the form of guest lecture and practical demonstrations.
- Emphasis on practical training, field work has been given.
- Continuous evaluation methods with use of IT gazettes during teaching and learning.
- Use E-Books and Web resources.
- Open book test, Panel and group discussion.
- Field visits to Industries, educational and Research Institutes.
- Street Play, Seminars, Poster and Presentation competitions.
- Study Tour to the Various Forts.
- Value added Course (Soft Skill Course) for students to promote functional knowledge and application skills to increase student's academic progression and employability.
- 24 × 7 Wi-Fi enabled campus providing for technology access.
- Usage of NPTEL resources, E-library and E-journals.

2.7 Total No. of actual teaching days during this academic year : 186

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Examination Committee prepares a common examination time-table to conduct Term - end examination for all subjects in Arts and Commerce faculty.
- Question papers for internal evaluation are prepared by staff members of respective Subjects, under the guidance of Head of Departments.
- The progress of student was monitored through unit test, home assignment, Seminar etc. for the development of students.

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

04

02

2.10 Average percentage of attendance of students

84

2.11 Course/Programme-wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distin. %	I %	II %	III %	Pass %
B.A. Psychology	40	48.00	18.00	27.00	05.00	98.00
B.A. Urdu	22	40.91	31.82	18.18	09.09	100.00
M. A. Urdu	12	66.67	08.33	00.00	00.00	75.00
B.A. Arabic	31	45.16	29.03	16.13	06.45	96.77
B.A. Persian	06	83.33	00.00	16.67	00.00	100.00
B.A. Sociology	113	45.20	33.91	11.44	06.32	91.03
B.A. Political Science	82	24.39	31.70	29.26	07.31	92.68
B.A. History	26	11.53	15.38	19.23	00.00	85.00
B.A. Economics	63	06.35	22.22	38.09	15.87	82.00
M.A. Economics	13	07.62	73.07	15.38	03.80	100.00
B.A. Hindi	33	27.27	24.24	18.18	24.24	93.94
B.A. English	146	10.96	30.82	18.49	17.81	93.15
M.A. English	55	34.55	65.45	00.00	00.00	100.00
B.Com	284	03.52	15.49	32.04	00.00	51.06
M.Com	47	25.53	44.68	06.38	08.51	87.23
BBA	36	05.55	11.11	11.11	44.44	72.22
BCA	61	01.63	24.59	22.95	00.00	49.80

B. Sc. Chemistry	19	42.11	21.05	00.00	00.00	63.15
M.Sc. Chemistry	23	13.04	34.78	00.00	00.00	47.82
B. Sc. Botany	25	12.00	16.00	64.00	08.00	100.00
B. Sc. Computer Science	86	18.60	23.25	15.11	00.00	56.97
M.Sc. Computer Science	10	60.00	40.00	00	00	100
B. Sc . Electronics	07	14	14	00	00	28
M.Sc. Electronics	10	00	40	20	00	60
B.Sc. Mathematics	28	14.29	07.14	00	00	21.42
B.Sc. Geology	09	44.44	22.22	00	00	66.66
B.Sc. Zoology	38	64.86	21.62	2.70	00	89.18
M.Sc. Zoology	18	27.77	61.11	00	00	88.88
B.Sc. Physics	13	61.54	23.07	00	00	84.6

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

- IQAC collects feedback about the teaching ability of each teacher at departmental level from the students and Head of each department is advised to analyse the feedback and a report about the same is given to the concerned teacher. The head further monitors the improvement made by the concerned teacher. Corrective action is then taken.
- Biometric attendance record is sent to every head by the in-charge person and cognizance of the same is taken. Any deviations from the time table are pointed out by the head.
- Strengthening the campus placements process to provide job opportunities for the students.
- Value Addition Programmes / career oriented technical training programmes for students to improve their technical acquaintance.
- Lecture plans from the teaching staff collected and suggestions for change if any are communicated.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	7
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	15
Others	8

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	37	19	0	0
Technical Staff	41	22	0	0

Criterion - III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

1. 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 project
2. IQAC promotes research among students and staff by conducting Workshops on Research Methodology.
3. All the departments of the college have been encouraged to have a research component in their existing curriculum.
4. Financial support is extended to the students who undertake research work
5. Collaboration and MOUs with other institutions having research excellence

3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		Rs. 22,41,829		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs			1,40,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	102	15	5
Non-Peer Review Journals	9	4	2
e-Journals	13	0	0
Conference proceedings	13	10	7

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	02	MoES	22,41,829	2,00,000
Minor Projects	02	UGC	1,40,000	1,00,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)	05	DST - FIST	80,00,000	0
Total			1,03,81,829	2,00,000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)
 DST - FIST

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	4	3	3	0	1
Sponsoring agencies	Self	Self and BCUD	Self NCPUL BCUD		Self

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	District	College
8	2	2	1	0	0	3

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="7"/>	College forum	<input type="text" value="46"/>		
NCC	<input type="text" value="12"/>	NSS	<input type="text" value="33"/>	Any other	<input type="text" value="0"/>

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

1. International Interdisciplinary Conference on Contemporary Issue in Social Sciences, Language and Literature (Technical Session of Urdu, Arabic and Persian Language)
2. Program on peace and communal harmony.
3. One day State Level Seminar on - Allama Iqbal ke Afkar-o-Nazariya.
4. All India Mushaira sponsored by NCPUL, New Delhi.
5. All Maharashtra state level Pyam-e-Rahmat Trophy - Inter Collegiate Elocution Competition.
6. All Maharashtra State Level Mohammad Ali Mitha - Inter Collegiate Elocution Competition.
7. Tree Plantation at Chambali (adopted village)
10. Social awareness Program on Indian Constitution



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 acres			2 acres
Class rooms	27	-	-	27
Laboratories	25	00	-	25
Seminar Halls	05	00	-	05
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	-	-	-	00
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3.97	-	3.97
Others	00	00	-	00

4.2 Computerization of administration and library.

- The Administrative system is partially Computerized.
- The Admission, examination and library systems are automated with "Vridhhi" software

4.3 Departmental Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16912	1629981	1165	142497	18077	1772478
Reference Books	61219	5050137	103	38783	61322	5088920
Journals	-	-	-	-	-	-
e-Books	-	-	135000	5750	135000	5750
e-Journals	-	-	6000		6000	
Digital Database	-	-	141000	5750	141000	5750
CD & Video	653	-	-	-	-	-
Others (Newspapers)	22	35400	4	9528	26	44928

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart - ments	Others
Existing	249	10	05	7	7	19	15	-
Added	-	-	-	-	-	-	-	-
Total	249	10	05	7	7	19	15	-

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

- The college is a Wi-Fi enabled campus which helps management, staff and students to extensively use the internet for their various purposes.
- The Department of Botany organized a session where students learnt to use the Software for FASTA and BLAST on PUBMED which is also called NCBI – USA.
- The Department of Psychology encourage and organized in-house computer literacy session 'Organization & Application of Computer' to make the students knowledgeable about application of Computer in everyday life, excel sheet mail, internet.
- The technical up-gradation 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 :

	4,72,570
i) ICT	1,10,000
ii) Campus Infrastructure and facilities	3,17,000
iii) Equipments	18,570
iv) Others	27,000

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 monitored 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
3167	405	04	15-M.Phil.

(b) No. of students outside the state

351

(c) No. of international students

78

Men	No	%	Women	No	%
	2276	63.38		1315	36.62

Last Year (2015-2016)						This Year (2016-2017)					
General	SC	ST	OBC	Physically Challenged	TOTAL	General	SC	ST	OBC	Physically Challenged	TOTAL
2934	35	302	291	05	3562	3201	65	09	309	07	3591

Demand ratio 1:1.28

Dropout 1.70%

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

- Our College had organized coaching for the preparation of preliminary examinations of MPSC & UPSC this year. About 140 Lectures were delivered in this programme.
- Coaching programme for NET/SET Exam preparation for P.G. Students of the College was organized.

No. of students beneficiaries

140

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc.	00	State PSC	00	UPSC	00	Others	00

5.6 Details of student counseling and career guidance

- Career Guidance and counseling programs (21 programs) which encouraged students to take admission in various courses run under department of Commerce & Economics
- Preparation of the students for the job interviews in their respective fields, Role Plays, Mock-Interviews, Interview Techniques, Group Discussions, Time-Management and Stress-Management was organised by the English Department.
- The Department of Mathematics organised Guest Lecture on Career Guidance and Counselling of students regarding further studies and employment opportunity.
- Time to time we provide information to our students regarding various jobs and also organised a guest lecture on mass media importance and opportunities.
- Organised Career Guidance Lectures for Students of B.A., M.A. and M.Phil. Economics.
- Organised Workshop on Career in Banking.
- Counseling of F.Y.B.Sc. students is made regarding selection of courses (subject) as per their further career interest. The same is also done for T.Y.B.Sc. students. A special session is also arranged regarding their career guidance in basic science, specially related to research field.

No. of students benefitted 413

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	263	24	03

5.8 Details of gender sensitization programs

At the beginning of every academic year all students are given an orientation on gender sensitization along with other areas of concern. The college has an association for girl students namely *Vidyarthini Manch* which also conducts different programmes on women empowerment. The Department of Psychology plays a vital role in sensitizing various issues of social relevance particularly on gender.

5.9 Students Activities:

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	34	2,87,550
Financial support from government	766	14,96,878
Financial support from other sources	03	12,58,000
Number of students who received International/ National recognitions	42	24,65,250

5.11 Student organized / initiatives

Fairs: State/ Univ. level National level International level

Exhibition: State/ Univ. level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

S. N.	Nature of grievances	Redressal
1.	Facility for Photocopies of answer-books	Redressed
2.	Installment facility for payment of fees	Redressed
3.	Additional counters to be provided for collection of fees.	Redressed
4.	Facility for filling online admission form	Redressed
5.	Extension in timings of reading room of library	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. Fully integrated admission, examination, library and administration modules all of which are console-based are used extensively.

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

6.3.1 Curriculum Development

- a) Curriculum is framed by the affiliated University 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:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Workshops are organized to guide students for the NET/SET and general competitive examinations leading to their success. • Coaching for UPSC/MPSC and Maharashtra state 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

10 Lakhs

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	NA	Yes	Principal
Administrative	No	NA	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/ Autonomous College for Examination Reforms?

The affiliated University uploads most of the examination question papers which are downloaded by College by using secret code sent by the parent University on the registered cell phone of the College CEO. In order to declare result at the earliest possible date, the parent University has provided online system to upload all the marks concerned with the college.

The parent university has also introduced credit based semester and grading system at PG level.

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

The affiliated University has recently introduced the option of acquiring autonomous status.

6.11 Activities and support from the Alumni Association

The Alumni Association of Poona College has been quite active during the year 2016 -2017 conducting various programs involving the alumnus of the college.

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. Prem Pardeshi and Mr. Pradeep Pardeshi while our boxers are coached by another alumnus Mr. Shafeeq Shaikh.

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.**

- a) Screening of socially relevant documentaries and films for better understanding of contemporary national and international issues such as Bhopal Gas Tragedy, Conservation of Mother Earth etc. were conducted.
- b) A Learning Management System (LMS) named Byndr has been implemented on a trial basis.
- c) Certificate course on Spoken English was introduced under the banner of Poona College Centre for Distance Learning (PCCDL) to promote global English competencies, employability and skill development.
- d) Increase in the number of ICT enabled classrooms, LCDs and Wi-Fi campus have promoted extensive use of ICT and use of Open E-learning resources for innovative teaching
- e) To encourage and acknowledge academic excellence, Gold medals have been instituted to felicitate meritorious students.
- f) MoUs with premier Companies like QuickHeal, Mahindra Pride School, Spring & Makeintern.com for IIT Kharagpur, Byndr, ATS Info Tech, JetKing Kondhwa Learning Centre, Barclay's GTT have been entered to enhance placements
- g) Drafting of an SOP (Standard Operating Procedure) started for standardizing all the procedures for all levels.

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. Quality Seminar	College has successfully organized institutional level workshop on "Delivering Quality Lecture in the Class room" on 24 th February 2017.
2. DST – FIST Proposal	IQAC has submitted the proposal to DST- FIST to create a better ambience for research by providing greater flexibility to encourage performance of faculty members and scholars. Ministry of Science and Technology had sanctioned grant of Rs. 80 Lakhs under its FIST programme.
3. Academic Calendar	All activities included in the Academic calendar

	successfully executed.
4. Organization of Seminar / Conference / Workshops at State, National and International level (Sponsored by BCUD, Savitribai Phule Pune University and Self-Financed)	<p>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.</p> <p>These are</p> <ol style="list-style-type: none"> International Seminar on Innovative Concepts in Commerce, Management and Computer Sciences was organised on 13 – 14 Jan. 2017. National Seminar on Literature into Film: A Revolution in the Making was organised on 11 – 12 February 2017. State Seminar on Sociology of Gender was organised on 16 – 17 December 2016. State level Seminar on Make in India- Role of Educational institutes in India was organised on 7th January 2017. Self-Financed International Conference Contemporary Issues in Computer Science, Applications and Technology was organised on 18th February 2017.
5. 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.
6. Wi-Fi connectivity	Entire college campus is with Wi-Fi connectivity
7. Organisation of Extension Activities for Students	<p>Department of Commerce organised COMFEST enabling students to show case their talents.</p> <p>Department of Computer Science had organised UNISON 2017 a tech fest for students.</p>
8. Educational Excursion cum Study Tours for Students	Visit to locations of Scientific interest were organised for the exposure of the students.
9. Awareness in Health related issues	Lectures and presentation on health related issues were organised by inviting eminent experts.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Two of our Best practices are

1. Faculty Engagement Index (FEI)
2. Support and encouragement to attend co-curricular activities, both for faculty and students.

I. BEST PRACTICES:

1. Title of the Practice

Faculty Engagement Index (FEI)

2. Objectives of the Practice

- The objectives/intended outcomes of this best practice are:
- To ensure quality learning and teaching experiences across all courses and programs and across differed modes of delivery.
- To improve student's learning experiences and outcomes.
- To assist in curriculum planning
- To identify and address professional development needs.
- To achieve the principles of the teaching / learning process which are multi-fold.
- To provide staff with reliable, consistent and timely evidence of the quality of their teaching and student learning which may be used in deciding various parameters and benchmarks.

3. The Context

The teaching/learning process is given immense importance in the college. The college is as good as its students. The students are as good as the teachers. The college trains their facilitators continuously to help them enhance their teaching abilities by orientation programmes, research projects taken up, by motivating them for PhD research, etc. The learning imparted to the teachers is implemented in enhancing the learning experience of the learner. In this era of globalized education and teaching, this avenue has become imperative for the sustainable growth of the College.

One of the most challenging paradoxes in the world of academics is the fact that while innovativeness in teaching is largely agreed upon as the most desired aspect of teaching, it is also equally a fact that innovativeness as a tangible teaching component cannot be defined or promoted. To meet the challenge of promoting innovativeness of teachers, the best way was found to be

insisting on documentation of individual teaching plans/lessons which in turn help to identify the most effective methodologies /approaches that can be shared with others who are not very successful in their teaching.

Senior faculty or sometimes even the youngest faculty coming from diverse backgrounds like industry etc., explore alternative pedagogies or adapt student-support to varied student profiles and pedagogical competencies. Their alternative teaching methodologies can serve as training models to other teachers.

Through constant checks of teacher's documents which include their unit planners, academic records, teaching dairies, monthly appraisal etc., the institution finds scope to identify areas of deficiencies and also take up appropriate FDP programmes for the betterment of their professional effectiveness and also for the quality enhancement of the academic programme.

4. The Practice

The procedures which constitute the implementation of the practice are as follows:

- a) The institution has a meticulously organized and clearly planned teaching, learning and evaluation schedule, well integrated into the total institutional scheme. At the end of each academic year, the authorities holds consultations with the faculty and the examination section to plan the Almanac for the forthcoming academic year
- b) The course outlines and the course schedules are drawn well ahead of the course commencement. Each faculty of the department has an individually drafted unit planner, which reflects how each unit is taught by indicating the time frame along with a mention of methodologies/ references used and modes of evaluation practiced. The course outlines are spelt out to the students by the course teacher in the orientation session.
- c) Self – appraisals and half yearly appraisals, submitted by the individual teachers gives a clear indication of the teachers' contributions in various categories academic, administrative and extension activities.
- d) The HOD/Vice Principal/Principal of each department ensures the effectiveness of the process by weekly checks of the academic records, half yearly appraisals and syllabus completion statements submitted by the faculty. The effectiveness is further ensured through cross verification by the head of the institution
- e) The teaching- learning process is continuously reviewed by the Principal, Vice Principal, HOD by taking into account the feedback given by the students.

- f) Each department submits an half-yearly report on the activities comprising academic activities, research and extension activities, innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities to the IQAC.
- g) To ensure quality sustenance and enhancement, the college periodically conducts Review of Teaching – learning methodologies, Result analysis, Research output, Faculty Development Programmes attended/conducted and Extension activities, Co-curricular and extra-curricular activities conducted during the year.
- h) Departmental meetings are conducted frequently and whenever needed. The minutes are documented and signed by respective HoDs.
- i) Result analysis is submitted by the individual faculty. The result analysis of each department is submitted to the Principal after each semester.
- j) Syllabus completion statements are also periodically submitted by the individual teachers in order to ensure timely completion of the syllabus.
- k) Feedback is taken from the students at the end of every semester for teacher evaluation.

Thus the regulatory mechanism of timely checks on teacher quality has the double advantage of improving not only teacher but also student performances and overall College development.

5. Evidence of success

The evidence of success is visible, qualitatively as well as quantitatively. The qualitative indicators are a more positive outlook towards life, improvement in etiquettes and desire to understand things rather than learning by the rote. The quantitative indicators for learners who actively participate in co-curricular activities are that they show improvement in academic performance. Students who have passed out have done extremely well in the corporate world. Some students have put their learning into application by starting their own businesses.

The results bring some prominent factors to light. Some of the factors are that students when shown the right direction and given the right encouragement can achieve the goals they desire. Holistic development rather than only academic success contributes in creating socially sensitive individuals which is a prominent requirement of educational institute.

II. BEST PRACTICE

1. Title of the Practice

Support and encouragement to attend co-curricular activities, both for faculty and students.

2. Objectives of the Practice

The objectives/intended outcomes of this best practice are:

- To enable the staff and the students to be competent and competitive.
- To enhance life skills.
- To establish sustainable development through participation and MoUs and collaborations.
- To provide exposure in co-curricular activities.

3. The Context

The College strives to offer a great exposure to its faculty and students by giving them an opportunity to gain large exposure. The College has established MoUs with various big brands in the Industry and has collaborations with other Colleges as well. Over a period of time this has been paving the way for more students and staff to gain wider competence. In this era of globalized education and teaching, this avenue has become imperative for the sustainable growth of the College.

4. The Practice

The procedures which constitute the implementation of the practice are as follows:

- Principal and the entire staff of Department of Commerce has visited Bharati Vidyapeeth's Institute of Management and Entrepreneurship Development (IMED) as a part of quality visit.
- A select staff from Dept. of Commerce has also visited Brihan Maharashtra College of Commerce (BMCC) as a value-addition visit especially to understand their PhD process.
- Participation of BBA students in the 'Business Valuations' workshop at Baner, Pune
- Participation of BBA & BBA(CA) students in the 'Avishkar' workshop
- Visit to SBI Learning Centre, Koregaon Park for FY BBA students
- The Corporate Communications Officer (CCO) has attended:-
 - Pune Open Coffee Club meetup event
 - IIT Startup Masterclass at Hotel Westin Pune
 - Seed InfoTech Industry Academia Meet at The Aurora Towers

- Visit to Pune's First Corporate Gifts & Stationary Expo 2016 by all BCom and BBA students
- Visit to world Education Fair in Le-Meridian Hotel by all BBA & BBA(CA) students
- Various Industrial Visits

5. Evidence of success

- The students and faculty who go on various co-curricular programmes, become competent to initiate new trends and innovations in their area of specialization.
- The expertise and the global exposure enhances the quality of education, in terms of learning and teaching in the College

7.4 Contribution to environmental awareness / protection

- Regular rallies are organized and conducted to spread environmental awareness amongst local community.
- Saaf Suthri Bakri Eid - rally is organized and conducted from this year to spread environmental awareness and/or protection in Kondhwa.
- NSS camps and blood donation camps.
- Tobacco/cigarette free campus.
- Anti-Drug banner and posters installed throughout the campus.
- Various Tree Plantation drives conducted.
- Subject of Environmental Science introduced.
- Talks and discussions on environment issues.
- Plantation
 - Despite the constraints of space the College maintains a substantial green cover.
 - The green foliage includes an impressive array of old trees alongside a well maintained garden
 - A full time gardener is appointed to take care of the garden areas.

7.5 Whether environmental audit was conducted? Yes No

Though eco conscious, the college has not formally conducted Green audit of its campus

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

• **Strengths**

1. Good academic ambience
2. Well-qualified and dedicated faculty
3. Education at low cost
4. Remedial coaching is arranged for academically weak students
5. Earn-n-Learn Scheme for the needy students
6. Scholarships to marginalized, downtrodden & economically deprived students
7. Placement and career guidance

• **Weaknesses**

1. Limited Infrastructure
2. Inter-disciplinary research projects to be explored

• **Opportunities**

1. Research and career oriented programs
2. Strategic alliances with national research and industrial centres
3. A considerable number of students opting professional courses

• **Threats**

1. Rise of private universities and foreign education institutions.
2. Focus on vocationalisation of higher education

8. Plans for next year

1. Introduction of certificate courses and skill-development certificate courses for PG students
2. Strengthening of ERP System
3. To initiate the research funding for staff and students.
4. Workshop on E-Content Development
5. Setting up Food Court
6. Training on effective use of Smart Board and Teaching Technology.
7. Research methodology conclave for Students.
8. Training to administrative and technical staff.
9. To undertake academic and administrative audit.

Name: **Mr. Iqbal N. Shaikh**

Dr. Aftab Anwar Shaikh

Signature: sd/-
Coordinator, IQAC

sd/-
Chairperson, IQAC
and Principal

Annexure - I**Academic Calendar for the year 2016-17**

Month and Year	Activity
June 2016	Reopening Day: Academic Year 2016-17
	Staff and IQAC meeting –Planning of academic year.
	Commencement of Admission Process (First and Second Year UG Courses)
July 2016	Orientation Programme for F.Y.B.Com. and Guest Lecture on Women's Rights
	Admission to final year and Postgraduate courses begin
Aug 2016	Seminar on 'Careers in Commerce' and Tally ERP9 Course for B.Com. Students
	Guest Lectures on How to Establish a Company? Computer Networks, Soft Skills & Its Elements, Purchase Procedure
	Teachers-Parents Meet organized for Commerce Students.
Sep 2016	Guest Lectures on Types of Audit Report, Soft Skills & its Elements, Indian Film Project and How to write Business Letters for Commerce Students
Oct 2016	Remedial teaching for slow learners
	Launch of Swatch Bharat Abhiyaan on Mahatma Gandhi Jayanti.
Nov 2016	Commencement of Term-end examination of B.A. and B.Com. students.
Dec 2016	Industrial visit to Abhishek Engine Values Pvt. Ltd, Alandi for T.Y.B.Com students
	Conduction of Annual Sports
Jan 2017	State level Seminar on "Make in India-Role of Educational Institutes in India" sponsored by BCUD, SPPU, Pune
	International Conference on "Innovative Concepts in Commerce, Science & Management" sponsored by BCUD, SPPU, Pune
	Guest Lectures on "Java Technology", "Soft Skills & Personality Development", "Google Tools in Education", "Career Options in Computer Applications", Microsoft dynamics CRM, Cloud computing using Sales-force, Web Services,
	Workshops on Linux Administration, and Seminar on A Crash Course in Web Development
Feb 2017	Annual Price Distribution Function
	A Guest Lectures on Communication Skills and Interview Techniques, Online Marketing" for S.Y. and T.Y. B.Com. Students
	COM-FEST-2017- An array of competitions organized to bring out the best in

	students of Arts, Science & Commerce in collaboration with PIMSE and Prize Distribution
	International Women's day celebration
	A Workshop on Communication Skill for final year B.A, B.Com, B.B.A.(C.A) B.Sc., M.Com., M.A., M.Sc. and BBA students
Mar 2017	Commencement of University practical examination
	Commencement of University Theory Exam
April 2017	Central Assessment Programme for first year examination.
	Commencement of University Practical Examination of P.G. Classes.
May 2017	Commencement of Summer Vacation and Admission Planning for next academic year.

