



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ANJUMAN KHAIRUL ISLAM'S POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE
Name of the head of the Institution		Dr. Aftab Anwar Shaikh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02026454240
Mobile no.		9822621579
Registered Email		dranwarshaikh@gmail.com
Alternate Email		principal@poonacollege.edu.in
Address		1647, New Modikhana, Camp
City/Town		PUNE
State/UT		Maharashtra
Pincode		411001

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Iqbal N. Shaikh
Phone no/Alternate Phone no.	02026454240
Mobile no.	9850602350
Registered Email	iqacpc@gmail.com
Alternate Email	shaikhiqbaln@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://poonacollege.edu.in/wp-content/uploads/2021/04/AQAR18-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://poonacollege.edu.in/wp-content/uploads/2021/09/Academic-Calender-2019_2020.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	86.25	2004	03-May-2004	02-May-2009
2	B	2.79	2015	14-Sep-2015	13-Sep-2020

6. Date of Establishment of IQAC	11-Jul-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Workshop on Preparation for NAAC Accreditation as Per the Latest Guidelines	07-Jan-2020 1	90
CESS Nuffield, Flame University, Lavale. Faculty Development Program on	24-Sep-2019 1	20
Collaborative Programmes in Mathematics. Bhaskaracharya Pratishthana. Workshop on LaTeX and Maxima Software	30-Dec-2019 1	30
Shree Mallikarjun & Shri. Chetan Manju Desai College, Canacona: FDP on Institutional Benchmarking of Best Practices	08-Jun-2020 7	50
National Level Professional Development Workshop (PDW) cum Webinar on Development of Real Time E-Content for Virtual Teaching	13-Jan-2020 7	90
Faculty Development Programme on Use of ICT on effective teaching learning	25-Feb-2020 1	90

L::asset('/', 'public')/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status)}}}

[View Uploaded File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes										
Upload the minutes of meeting and action taken report	View Uploaded File										
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No										
12. Significant contributions made by IQAC during the current year(maximum five bullets)											
Academic and Administrative Audit : To monitor and ensure the quality of student's activities, department activities and staff members for periodic assessment for timely, efficient and progressive performance of academic task.											
11 Add-on / Certificate Courses were successfully conducted.											
Online survey entitled "COVID-19 Pandemic General Awareness Quiz" was conducted for spreading awareness about the modes of transmission and the chain of infection. 3638 participants had attended the quiz.											
Feedback from various stakeholders are collected and analyzed and made available on the college website.											
View Uploaded File											
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year											
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Regular and timely meetings of IQAC</td> <td>Regular organization and completion of activities as per the academic calendar.</td> </tr> <tr> <td>Systematic Continuous Internal Evaluation (CIE) and record of the same</td> <td>On time completion of theory and practical classes as per the plan</td> </tr> <tr> <td>Organization of International, National and State Level Conferences and Workshops</td> <td>Submission of Data to various agencies</td> </tr> <tr> <td colspan="2" style="text-align: center;">View Uploaded File</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Regular and timely meetings of IQAC	Regular organization and completion of activities as per the academic calendar.	Systematic Continuous Internal Evaluation (CIE) and record of the same	On time completion of theory and practical classes as per the plan	Organization of International, National and State Level Conferences and Workshops	Submission of Data to various agencies	View Uploaded File	
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View Uploaded File											
14. Whether AQAR was placed before statutory body ?	Yes										
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Development Committee</td> <td>19-Sep-2022</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee	19-Sep-2022						
Name of Statutory Body	Meeting Date										
College Development Committee	19-Sep-2022										

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	23-Jul-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college is a multifaculty institute catering to more than 4500 students through 25 undergraduate and postgraduate programs. Well designed computer based system for management of information is in place. Data is collected on several parameters such as teachers, student enrolment, programs, examination results, finance and infrastructure. All processes like admission, issue of I Card, application for eligibility and scholarships are managed by Administration office. Online application for examination, examination fee and issue of hall tickets is facilitated by the examination section. Automated library uses OPAC system for book records. Library books are issued by bar code system. Students as well as Teachers' data is maintained by Enterprise Resource Planning (ERP) system: Vridhhi. Biometric attendance is in place for all the staff members. Tally software is used by Accounts Section, to keep the financial records of aided and unaided programs, salary and nonsalary grants. The IQAC updates the college website periodically by uploading the Academic Calendar, Policy Manuals, Reports and Photos of various events and other data pertaining to NAAC. MIS facilitates management of data and submission to UGC, AISHE, DHE, MHRD and SPPU etc.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The AKI's Poona College is established in the year 1970. College has religious and linguistic minority status. College believes that education should not only make a person knowledgeable, but it must also make him an individual of strong character who is bestowed with good heart, persistence, strong will power and excellent skills and good human beings which will mould him into an all-round personality. The institution is affiliated to Savitribai Phule Pune University and follows its prescribed curriculum. The college has been introducing new programmes based on the new trends. It has introduced certificate Courses and (Add-on Courses) under Career Oriented Programmes, which are sponsored by college and approved by college made BOS.

1. The institution strongly believes that the effective teaching is one that will bring about the intended learning outcome. The commencement of each academic year marks the launch of various academic activities. Lesson Plan for each course, covering a semester, is well-planned with relevant practical experience integrated into the teaching-learning process.
2. The academic programmes of the institution is complemented effectively by way of organizing numerous special lectures, invited talks by each department throughout the year in a way which will make the student proficient in correlating the academic content delivered in the class rooms with the inputs offered by industry experts. For achieving this end, an Annual Action Plan is prepared in the beginning of the year to serve the purpose.
3. Student Academic Calendar is prepared and given to all the members of faculty and students in the beginning of the academic year. It comprises of college timing, class hours and library hours, details of teaching and non-teaching staff, facilities provided to the students, details about cocurricular and extra-curricular activities, policy decisions, rules and regulations and academic calendar mentioning day order, test dates and major activities planned for both the Semesters.
4. Besides, the institution brings subject experts and guest faculty/ visiting faculty to give practical exposure to the students on the subject topics. Workshops are conducted by each department with the help of industry experts, corporate trainers, in order to equip the faculty and students with the latest knowledge related to the subject.
5. Parents teachers meet in regular intervals, maintaining a good channel of communication with the faculty and parents, to closely monitor the performance and achievements of students
6. Special attention to competitive examination like CSIR/UGC/NET training and Civil Service coaching MPSC/UPSC/RRB through dedicated center
7. Feedback from stakeholders are collected on a regular basis, analyzed and appropriate and necessary remedial measures are taken by the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Business English	NA	14/01/2020	14	to boost the existing language skills	language skills
Certificate Course in Logistic Supply Chain Management	NA	09/01/2020	7	Focus on employability	To understand the supply chain mgt
	NA	12/08/2019	10	Self employ	Soft

Certificate Course in Soft Skill (Computer Science)	NA	05/08/2019	10	yability	Skills
Certificate Course in Soft Skill (Zoology)	NA	10/01/2020	18	Self employability	Soft Skills
Certificate Course in Relational Data Base Management System (RDBMS)	NA	10/01/2020	18	Self employability	basic concepts of relational data model
Certificate Course in Automation Testing	NA	16/07/2019	15	Identify types of software defects	software testing.
Certificate Course in Disaster Management in India	NA	16/07/2019	15	Understanding the concepts of Disaster and Hazards	Create awareness about Disaster Management

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics, English, Hindi, Political Science, Statistics, Urdu	15/06/2019
BCA	Computer Application	15/06/2019
BBA	Business Administration	15/06/2019
BCom	Commerce	15/06/2019
BSc	Botany, Chemistry, Computer Science, Electronic Science, Geology, Mathematics, Physics, Zoology	15/06/2019
MA	Economics, English, Urdu	15/06/2019

MCom	Commerce	15/06/2019
MSc	Organic Chemistry, Electronic Science, Zoology	15/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	806	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Desk Top Publishing	01/07/2019	17
Electrical Wireman	01/07/2019	7
Air Conditioning Refrigeration	01/07/2019	5
French Language	01/07/2019	20
German Language	01/07/2019	20
Travel Tourism	01/07/2019	11
View Uploaded File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Finance	12
BBA	HR	10
BBA	Marketing	20
BCA	Computer Application	54
MSc	Organic Chemistry	4
MSc	Electronic Science	4
MA	Economics	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The college has a well-established mechanism to obtain feedback online as well as offline. Students and stakeholders can fill out their feedback on various

activities as well as infrastructure and make suggestions through this system. Timely corrective action is taken on feedback given by students and stakeholders. HEI has a feedback committee, which includes teaching as well as administrative and technical staff. Online feedback facility is available on the colleges website. Through online mechanism, feedback Committee collects feedback from students, teachers, alumni and Employers. Student feedback is received in standard format at the end of the semester and at the end of academic year. Student's feedback is categorized into two aspects, first on overall college functioning and second on the teaching-learning process. The feedback on overall functioning of the college is based on the learning environment of the college, infrastructure, sports, library, canteen facilities, functioning of various committees etc. Teachers feedback on teaching and learning process includes teaching-learning process, punctuality, communication skills, approach towards students, innovative ideas or teaching etc. The Feedback Committee collects and analyses the individual feedback of the teachers. The analysis report is notified to the concerned Head, IQAC, Principal and Management members for corrective measures and then it is forwarded to the individual teachers for further improvements. Alumni Feedback: The feedback is taken from alumni whenever they visit the campus for various programmes and Alumni meets. Online, Oral and written feedback based on the role of the college in the development of students and employability, academic excellence. Feedback on curriculum and employability are received from alumni. These Feedbacks are considered for designing new courses such as certificate courses, value-added courses as well as bridge courses. The Feedbacks on curriculum are communicated to the concerned university through the Board of Studies in the specific subject. Employer's Feedback: Employer feedback is collected from employers and industrialists through online and offline during placement interviews and industrial visits. Skills based certificates and value-added courses have been designed base on this feedback. Online feedback facility has been made available on the website of the college. Students and stakeholders can fill out their feedback and make suggestions through this system. Timely corrective action is taken on feedback given by students and stakeholders. The feedback committee analyses the feedback and prepares a report. The Suggestions and recommendations are discussed with the Head of Department, IQAC and Principal. The necessary steps and measures are taken on the feedback and communicated to the respective stakeholders. Feedback is also communicated to management. Curriculum suggestions received from the teachers are forwarded to the concerned university through the concerned board of studies and curriculum restructuring workshops.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics, English, Hindi, Political Science, Statistics, Urdu	240	386	299
BCom	Commerce	720	876	666
BSc	Botany, Chemistry, Electronic Science,	360	342	235

	Geology, Mathematics, Physics, Zoology			
BSc	Computer Science	160	207	160
MA	Economics, English, Urdu	180	102	75
MCom	Commerce	60	68	56
MSc	Chemistry, Electronics, Zoology	72	55	55
MSc	Computer Science	30	36	30
BBA	Business Administration	80	97	86
BBA	Computer Application	80	106	88

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3840	418	37	0	74

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
111	98	14	18	3	21

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The ultimate goal of higher education is to nurture the youth, responsible for their own progress as well as capable of holding responsibilities towards sustaining society nurturing and finally for the development of a Nation. A large number of students are from socio economic backgrounds. In fact, these students have typical goals and interests. The college environment is very new for them, thus they find various difficulties in due course of their student life. Probably students fail to recognize the goals of the institute. The student should have knowledge and skills related to his/her work and as a good citizen. A Student Induction Program(SIP) therefore comes up with a mentoring system having following objectives. 1.To develop healthy relationship between students and teachers 2.To ensure academic and professional performance of the students 3.To inculcate the human values among the students 4.To look into and solve their academic, psychological, economic issues 5.To impart value education, motivation for their curricular and extracurricular activities as well as build self-

confidence. Deeksharambh-A SIP for 2019-20 was conducted for newly enrolled UG as well as PG students. To familiarize students with college atmosphere, built up self-confidence and for deciding aims and choosing the career as per their interests, lectures on various topics such as information of Institution, S.P. Pune University, ICT based teaching-learning process, examination reforms (CBCS pattern), extracurricular activities conducted in the college, knowledge resource center, placement, NSS, NCC, etc were arranged. The games were organized to imbibe the team spirit and sportsmanship. Mentoring of First year UG and PG students was carried out by mentors in the form of groups of 25-30 students. The student mentoring system is found to be very beneficial to the students particularly in building self-confidence and choosing their careers of their interest through the guidance, group discussions and motivation given by the mentor. Counselling a girl student's parents about her career resulted in early marriage negotiation. There are some very good examples that students benefited under this scheme in achieving good jobs and guidance about future career, information about different competitive fields.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4258	111	1 : 38

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
111	111	0	0	45

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Shirin Rashid Shaikh	Assistant Professor	Best teacher Award
2019	Prof. Khan Moinuddin	Associate Professor	Ideal Teacher Award

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA_2019_20	VI/III	15/11/2019	25/01/2020
BCom	BCom_2019_20	VI/III	19/10/2019	25/01/2020
BSc	BSc_2019_20	VI/III	05/11/2019	13/12/2019
BBA	BBA_2019_20	VI/III	16/11/2019	02/01/2020
BCA	BCA_2019_20	VI/III	16/11/2019	31/12/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute has appointed College Examiner Officer (CEO) to look after all examination work. CEO is the experienced senior teacher and can be appointed

newly or continued after every three years as per the suggestions of university. CEO along with the examination committee is taking care of all requirements, addresses the problems/issues raised by students at college level or with the support of affiliating university. Grievance Redressal Cell is in place under the chairmanship of the Principal along with other committee members. The grievances related to examination (if any) are forwarded to examination committee after they received from students and a time bound analysis and decisions are taken and informed to the students. On-line enrolment for the end semester examinations for all courses is carried out under the guidance of CEO and examination committee on college campus itself. The examination office resolves the discrepancies (if any) in the issued hall tickets within a short time. The cases of unfair means are immediately forwarded to university for second, third year UG and all PG courses while for the first year UG courses are forwarded to grievance redressal cell for further action. The actions taken by university and the college committee are informed to individual students. The performance of the students in their internal evaluation is informed to them. The evaluated answer papers are shown to the students if required for the purpose of verification and transparency. The concerned subject teacher is allowed to find out the remedy for the necessary corrections for the discrepancies (if any). The students are allowed to register their complaints freely with the respective higher authorities of the institution. A re-evaluation/re-examination is also carried out whenever required. Thus, the entire process is completed within the stipulated time period and the internal marks are uploaded on the university portal. After the declaration of the result students can apply for the photocopy of the answer sheet in case of grievance cases related to university evaluation and may apply for re-valuation of marks obtained in university examination. The schedules for photocopy application and revaluation registrations are informed by university from time to time and are brought to the notice of the respective students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The planning of the HEI is reflected in the Academic Calendar which is scheduled for the whole year and based on the available working/teaching days as per affiliating Savitribai Phule Pune University (SPPU) norms. The institute has a well-defined standard operating procedure to develop the academic teaching plans. The academic calendar of the institute is prepared by the Academic Planning Committee and is in line with SPPU calendar. It shows, dates/plans for curricular and co-curricular activities, outreach activities, commencement and end of date of the semester, tentative dates of university examination and internal evaluation schedule and dates for declaration of results. The Academic Calendar is available on the college website and is helping for information and planning for students, parents, faculty, staff, and other stakeholders of the institute. It encloses all the activities of the institute such as, Administrative, Academic, co-curricular and extracurricular activities. The Academic Calendar is then provided to all faculties of the department and students before the commencement of the semester. Preparation of academic calendar immensely contributes for timely execution of all the activities. The faculties then prepare detailed individual teaching plans which shows content delivery plan for each course he/she teaches and corresponding execution dates. The academic diary of the teacher generally highlights the, class test, Practical, Group Discussion, Seminar, Tours, Presentations, and Projects as per their teaching plans. These are communicated to students through blogs and groups. Each teacher has own Internal Evaluation pattern as per their teaching plans, and takes liberty to schedule their own internal subject's continuous evaluation. The IQAC ensures the strict implementation of the Academic Calendar by monitoring activities and implementing gaps and reviewed periodically. The college examination department also follows the

dates of academic calendar for conduction of terminal and internal assessment as well as dates by which the marks need to be submitted online. Separate calendar is prepared for internal examinations for programmes having semester pattern which contains date of internal tests, dates of submission of question papers by faculty, and dates of submission of marks. These dates are adhered to during each semester. This helps in timely declaration and online filling up of marks at university portal. From the academic calendar of events and calendar for internal evaluation, each department prepares its schedule of departmental curricular activities like assessment dates, technical events, field visits, guest lectures, workshops and other extracurricular activities, seminars, orals, project submission, practical journal certification. Due to pandemic of COVID 19, the Academic Calendar is not strictly followed towards the conduct of final examinations, which resulted delay in the declaration of results. The students were communicated for these emergencies through website, Google classrooms as well as social media. Thus, overall efforts are made to adhere to the planning as per academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://poonacollege.edu.in/co-po-pso/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA_EN_01	BA	English	37	34	91.89
BA_EC_02	BA	Economics	42	20	47.62
BA_HN_03	BA	Hindi	19	12	63.16
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://poonacollege.edu.in/wp-content/uploads/2021/09/Evaluation-Summary_2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	SERB	1830000	275000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
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Workshop on Research Methodology	Commerce	28/02/2020
Industry Academia Interface Expectation of Pharmaceutical Industry from Chemistry Students"	Chemistry	04/01/2020
Workshop on Entrepreneurship Development Intercollegiate Story Telling Competition	Chemistry	11/02/2020
Workshop on Entrepreneurship DevelopmentBBA	BBA	21/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	15/06/2019	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	15/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
8249	12453	14350

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce	10
Economics	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	4	1.28
International	Chemistry	1	3.76
International	Commerce	40	1.5
International	Economics	18	0.87
International	Computer Science	2	1.02
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
------------	-----------------------

Economics	14
Commerce	7
Mathematics	1
Sociology	4
Urdu	2
Political Science	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A mathematical model of COVID-19 using fractional derivative : outbreak in India with dynamics of transmission and control	Iqbal N Shaikh	Advances in Difference Equations	2020	3.82	Poona College of Arts Science and Commerce Pune	189
A mathematical model of COVID-19 using fractional derivative : outbreak in India with dynamics of transmission and control	Amjad Shaikh	Advances in Difference Equations	2020	3.82	Poona College of Arts Science and Commerce Pune	189
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A mathematical model of COVID-19	Iqbal N Shaikh	Advances in Difference Equations	2020	1	189	Poona College of Arts Science

using fractional derivative : outbreak in India with dynamics of transmission and control					and Commerce Pune
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	27	87	52	63

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
River Cleanliness No To Plastic Drive	NSS	2	19

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Yuva Mahotsav	Yuva Mahotsav 2019-20	Directorate of Sports and Youth Services, Govt of Maharashtra	1
International Womens Day	International Womens Day 2020	Directorate of Sports and Youth Services, Govt of Maharashtra.	1

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
River Cleanliness No To Plastic Drive	NSS	Cleanliness	2	19

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research Collaboration: Research paper entitled Hypersurface-homogeneous modified holographic Ricci dark energy cosmological model by hybrid expansion law in Saez-Ballester theory of gravitation, Journal of Astrophysics and astronomy	Amjad Shaikh K.S.Nisar	Self	180

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	OmegaSoft Technologies	23/12/2019	23/06/2020	Ajit Karkera, Shraddha Gauda, Suraj Nair

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Shri Mallikarjun and Shri Chetanmanju Desai College of Arts and Commerce, denem , Goa	20/08/2019	Faculty Development Programme (FDP) on "Institutional Benchmarking of Best Practices	19

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
16.3	15.59

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
VRRIDHI	Partially	2.0 Build 246.2 Full Version	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17940	1788154	0	0	17940	1788154
Reference Books	25993	5120726	113	0	26106	5120726
e-Books	3135000	6000	Nil	Nil	3135000	6000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	15/06/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	288	0	0	0	0	0	0	50	0
Added	0	0	0	0	0	0	0	0	0
Total	288	0	0	0	0	0	0	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	https://poonacollege.edu.in/wp-content/uploads/2021/09/4.3.3_Bandwidth-details.pdf

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
70	69.15	38.5	33.89

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has well-established systems and procedures for maintaining and utilizing computers, classrooms, laboratories, a Knowledge resource center, and sports facilities on campus. The college ensures optimum allocation and utilization of the available financial resources for maintenance and upkeep of the infrastructural facilities by holding regular meetings of various committees constituted for this purpose. Physical facilities including computers, seminar halls, smart classrooms, laboratories, classrooms, etc. are frequently examined for timely maintenance and repairs to ensure performance and accuracy. The college keeps upgrading the infrastructure as and when needed and permitted by the cantonment board. According to the requirement of the program offered, the college plans the infrastructure-academic and support facilities. To meet the quality standards and needs, the IQAC as well as the College Development Council makes proposals for infrastructure development to the Planning Committee chaired by the Principal. Depending on the nature of work, the Planning Committee presents the proposal before the Board of trustees for their concurrence. The Board of trustees takes the final decision and accordingly the new infrastructure is created and existing upgraded to enhance academic standards and increase efficiency. Building and Maintenance: The college building and infrastructure are maintained with the help of the in-house staff and some external agencies as per the need. At the departmental level, Heads submit their requests to the Principal regarding departmental requirements and maintenance. The college development fund is utilized for the maintenance and repair of furniture and other electrical equipment. The college has appointed full-time sweepers and menial staff for maintaining the cleanliness of the campus, they are equipped with tools needed for maintenance and cleaning. The college has appointed some non-teaching staff with vocational skills like plumbing, painting, gardening, and electrician to have ready labor available for minor repairs and maintenance work. Maintenance of Classrooms: Cleaning of Classrooms is done regularly by support staff and is monitored by the Registrar. The non-teaching staff takes care that the tube lights, fans, and other types of equipment are switched off after usage of the same. The Minor Electrical repairs are done by the in-house electrician. Maintenance of Laboratory: Laboratory equipment and instruments are generally maintained by laboratory assistants. The maintenance records are kept by laboratory assistants and supervised by the heads of the concerned departments. The

calibration, repairing, and maintenance of sophisticated laboratory equipment are done by the technicians. Cleaning and maintenance of laboratory, glassware is done by laboratory attendants. Laboratory assistants play the role of custodians of the equipment and instruments that are used. Hazardous chemicals are safely kept out of reach of the students and are handled by teachers or laboratory assistants only. Computer Labs: Cleaning of the computer laboratories is regularly done by the attendants using vacuum cleaners. Software installation and updating of operating systems are done by the teachers and laboratory assistants. Major hardware repairing of the machines is outsourced. AMC is given for repairs, UPS battery backup system and refilling of printer drums/cartridge, etc.

https://poonacollege.edu.in/wp-content/uploads/2021/09/Safety-and-main_POLICY-DOCUMENTS.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Freeship, Merit, Sports etc	78	802944
Financial Support from Other Sources			
a) National	Post matric Scholarship Minority schemes, INSPIRE etc	87	887300
b) International	NA	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on C2C - Campus to Corporate: Personality Development	28/12/2019	54	Vision Foundation
Skill Development Workshop - Access to Employability	28/08/2019	178	Barclays Pune

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Guidance Talk wih	75	0	0	0

	Byjus Faculty on the Preparation for Civil Services Examination				
2019	Career in Banking	0	85	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	12	Poona College of Arts, Science and Commerce	Urdu	Poona College of Arts, Science and Commerce	MA Urdu
Nil	10	Poona College of Arts, Science and Commerce	Economics	Poona College of Arts, Science and Commerce	MA Economics
Nil	3	Poona College of Arts, Science and Commerce	English	Poona College of Arts, Science and Commerce	MA English
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2

SET	2
GATE	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Intercollegiate	321
Cultural	Institutional	428
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institute has an active Student Council constituted under the provisions of Section 40 (2) (b) of The Maharashtra Universities Act, 1994 and after 2016. The College constitutes Students Council in every academic year as per Section 99 (3) of the Maharashtra Public Universities Act, 2016. After the commencement of every academic year, the college Student Council is constituted as per the rules regulations laid down by Savitribai Phule Pune University. Class Representatives (CR) are selected based upon their willingness previous year's academic performances from each class. The members of the Student Council actively participate in administrative, co-curricular, and extracurricular activities of the College. The members of the Student Council conduct various co-curricular and extracurricular activities under the guidance of the respective committee. Objectives and Functions of the Student Council: To promote all-around development (academic, professional personal) of students by involving them in various co-curricular, extra-curricular extensions, and cultural activities. To put forth the issues of students related to academics, administration, and facilities provided by the institution through proper channels. To promote an obliging culture amongst the students and to develop their leadership abilities by engaging them in the planning and execution of various activities. To conduct and coordinate activities or programs at intra and intercollegiate levels. To seek help as the task force in the special drives such as fundraising during disasters, seminars, workshops, annual prize distribution, tree plantation, field visits, etc. Student Representatives on various academic administrative bodies/committees: Apart from the Student Council, the institute also ensures the representation of students on various administrative bodies and academic committees at the institute level. Student representation help, administration, and support services. Also, it plays to get regular suggestions and feedback from the students. These suggestions and feedback play a vital role in improving the quality of academics an imperative role in policymaking. The participatory mechanism facilitates the students representation in various academic and administrative bodies/committees, these include: 1.College Development Committee (CDC) 2.Internal Quality Assurance Cell (IQAC) 3.International Student Cell 4.Academic Calendar Committee 5.Student Council 6.Examination Committee 7.National Service Scheme (NSS) 8.NCC

9.Prevention of Sexual Harassment Committee 10.Anti-ragging Committee
11.Cultural Committee 12.Earn Learn Scheme 13.Student Welfare Committee
14.Magazine Publication Committee 15.Gymkhana Committee 16.Library Advisory
Committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the Poona College was registered on 16th April 2018 as per the Maharashtra Institution Registration Act 1860 (clause 21) with Registration No. MH/652/2018/Pune. The association is constituted with 09 members Executive Committee comprising all registered members. The students who have completed UG/PG/M.Phil./Ph.D. from the college are eligible to register as a member of the alumni association. The alumni association is a platform for alumni to maintain and develop their links with the Alma mater. Alumni meets are organized periodically to strengthen the alumni network and collaborate with the college authorities to help improve the functioning and services of the institute based on their valuable feedback. The role of the Alumni Association is to bridge the gap between industry, society, and academics. The functions of the association are as follows: To foster, promote and contribute towards a strong association between the college and its alumni. To involve alumni in institutional development activities. To organize alumni meets, reunions, and other developmental activities for the college, students, and society. The alumni of the college are well placed in the field of industry, academics, business, research, and social work. Alumni have always come forward with generous financial contributions which were utilized in the developmental activities of the college. Alumni have Delivered guest lectures and expert talks organized by the institute. Have participated as resource persons in seminars/ conferences/ workshops/ symposiums organized by the college. Have provided their valuable feedback on curriculum by pointing out shortcomings and ways to overcome them. Assisted the college in creating placement opportunities through on-campus and off-campus drives for their peers and students. Maintained regular contact with the Principal and the staff members and have indirectly contributed in the teaching-learning process by providing inputs about the present requirement of the industries. Represented on the College Development Committee (CDC) and IQAC where they get an opportunity to express their views and suggestions. Sponsored cash prizes for the winners of various competitions organized by the college. Conducted Soft Skill Development workshops for the students to enhance their employability. They have also mentored and trained them to face the interviews. Assisted the NSS unit in adopting a village and organizing annual camps. Helped in organizing tree plantation campaigns and other extension activities such as medical check-ups, blood donation camps undertaken by the institute. Contributed as honorary sports coaches. Activities organized in the last five years are Quiz Competition, Career counseling, Guest lectures on various topics such as Java Technology, Big Data, and Hadoop, Machine Learning, Job Opportunities in Gulf Countries, Career option in Linux, Start-up theme.

5.4.2 – No. of enrolled Alumni:

2857

5.4.3 – Alumni contribution during the year (in Rupees) :

124890

5.4.4 – Meetings/activities organized by Alumni Association :

Sponsored cash prizes for the winners of various competitions organized by the

college. Conducted Soft Skill Development workshops for the students to enhance their employability. They have also mentored and trained them to face the interviews. Assisted the NSS unit in adopting a village and organizing annual camps. Helped in organizing tree plantation campaigns and other extension activities such as medical check-ups, blood donation camps undertaken by the institute. Contributed as honorary sports coaches. Activities organized in the last five years are Quiz Competition, Career counseling, Guest lectures on various topics such as Java Technology, Big Data, and Hadoop, Machine Learning, Job Opportunities in Gulf Countries, Career option in Linux, Start-up theme.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

FDP Realizing the importance of E-content development and its growing use in Academics, the proposal for organizing a National level Faculty Development Programme was conceptualized by the Department of Library and Information Science and forwarded to the IQAC. The IQAC suggested some changes after which it was forwarded to the Principal. The Principal sanctioned the event and forwarded the same to the College Managing Trust for final approval of the proposed budget. The approval was granted by the Managing Trust and the preparation began in full swing APDF is one of the most significant events of college calendar, during which stellar achievers in sports, academic events, co-curricular and extra-curricular activities, cultural events are presented with Cash prizes, Certificates, Gifts and Mementoes at the hands of eminent guests in an inspiringly mammoth gathering. The organizing unit of this event is Gymkhana committee which takes the lead in conducting its meetings well in advance to discuss and finalize the details of the event. The Gymkhana committee is an ensemble of all the major stake holders of the college namely authorities, teaching, non-teaching and menial staff, students etc. The planning for this event consists of the following stages

1. Finalization of the dates: of the conduct and completion of all the activities to be considered in this event.
2. Innovative reforms and proposed budget: Revision of eligibility criteria, prizes, cash incentives etc. in addition of juxtaposing some other events to this major event for maximum utilization of the resources invested for this single event.
3. Identification of the eminent personalities of repute as the chief guest and guest of honour: To serve as a morale booster for our students, staff, parents and guests, sheer presence of whom, would inspire them. To check their availability and acceptance
4. Formation of sub-committees : For decentralization and allotment of responsibilities to each sub-committee under a sub-committee in charge and the target dates for submission of their final reports
5. Proposals to be forwarded to the IQAC and beyond: The IQAC will scrutinize the proposal and suggest some additions, deletions, modifications, if any, after which it will forward it the Principal and then finally to the Managing Board of Trustees for their final sanction, approval and release of funds.
6. Commencement of the actual preparation: Post approval and sanction by the BoT, the sub-committees will perform the event management in a decentralized and participatory manner.
7. Compilation of data: Pertaining to identification of star performers who are eligible for the award and draft of the annual report to be tentatively prepared for the perusal of the authorities.
8. The day of the event: To ensure that all the preparations are meticulously done. In case of any eventuality, plan-B is kept ready
9. Post event: The press report is sent to the media immediately. Appreciation and thanks is conveyed to all those dignitaries who have graced the occasion. A holiday may be declared on the immediate next day if the event has stressed the entire college beyond

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Poona College is affiliated to the SPPU, Pune. The curriculum for B.A., B.Com., B.Sc., BBA, M.A., M.Com., M.Sc. and Ph.D. course have been designed by the University and is implemented by HEI as per the guidelines. For short term courses (like certificate course, bridge courses and value added courses), the curriculum is designed by faculties on the basis of needs of the time and is approved by CDC and implemented systematically. From this academic year syllabi are revised for UG and PG courses on the basis of CBCS. Our teachers are actively involved in the curriculum designing process of university. Feedback obtained from stakeholders are communicated to university and considered during designing and revision of curriculum.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	E Governance is playing vital role in effective and efficient communication as well as improves transparency in administration. The parent institute is strongly believing and instrumental in adopting advanced technologies in administration. With this aim, HEI is practicing ERP softwares like VRIDDHI in office and examination administration as well as SOUL in library administration. This is immensely helping in dissemination of speedy information to all stakeholders.
Planning and Development	Academic committees constituted by IQAC for smooth functioning of HEI are published on website and informed them to plan accordingly. In this line various academic departments and support services prepare their planning for the execution of events and activities and publish on website. Finally, feedbacks, reports of analysis and action taken are also prepared and uploaded on website. E-governance is effectively practiced in various aspects like administration,

admissions, finance and accounts as well as examination. A full-fledged internet connectivity as well as Wi-Fi system is already established in all sections of HEI. It is upgraded from time to time as per the needs and demands from the various sections of HEI. During the pandemic situation of COVID 19 e-meeting through platforms like Zoom, Google meet, etc were highly used for communicating the stakeholders.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Iqbal N Shaikh	National Semnar on Innovative and Best Practices in Higher Education (NAAC Related Mentoring Program for Collegres) jointly organized by NAAC, Banglore, SPPU, Pune, IQAC Cluster India, CEDA PES Modern College, Ganeshkhind, Pune	NA	2000
2019	Dr. Aftab Anwar Shaikh	International Conference on Connecting Beyond the Classroom: Employability Skills for Global Teacher Education Organised by H.G.M. Azam College of Education, Pune	NA	1500

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	National Level Professional Development Programme on Development of Real Time E-Content for Virtual Teaching using Open Broadcaster Software (OBS)	NA	13/01/2020	20/01/2020	39	Nil
2019	Nil	Two day Workshop for non-teaching staff Examination and Evaluation	18/07/2019	19/07/2019	Nil	11
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program	16	10/12/2019	24/12/2019	15
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	110	0	78

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Financial Assistance to participate and present Research work in Conferences, Seminars,	1. Financial Assistance to attend Training Programs and Professional Development Programs	1. Scholarships 2. Earn and Learn Scheme 3. Students Aid Fund 4. Group Insurance by

and Symposia 2. Incentives for Awards and Publications of Research articles 3. Medical Reimbursements 4 . Duty Leaves for Training Programmes and attending Professional Development Programmes	2. Incentives / Awards for recognition to an ideal employee	University 5. Poor Students Aid/Development Fund 6. Health Care Facilities 7. Soft Skills Training 8. Students Mentoring and Counseling using Experts 9. Competitive Examination Guidance Center 10. Remedial Coaching
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts Internal and External audits regularly. It has appropriate mechanism to ensure that financial records and statements are shown in true and fair manner as required by the Accounting standards and prevailing laws.

Internal Audit: Internal audit is a continuous process which ensues after each and every financial transaction. The Internal Auditor is appointed by the parent Institution Y M Anjuman Khairul Islam Trust, Mumbai. Internal audit takes place at two levels namely receipts and payment. The receipts of the fees collected from the students are checked by the auditor. The official letters, official funds collected, and bank statements are checked by the internal auditor. Donation receipts are also checked by the auditor. At payment level the account of the purchase bills is entered in the tally system, vouchers are created which come under various ledgers. The payment vouchers are verified by the Accountant, signed by the Principal and authorized Management signatories. Thereafter cheques are issued to the concerned parties. This is again verified and checked by the tally system.

External Audit: The external audit takes place after the completion of financial year. The Chartered Accountant, who works as an External auditor. The bills and vouchers of the revenue expenditure is checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified. The audited statements and accounts are submitted to the Governing Body/Board of Trust who merged these with other sister concern educational institutions and submit it to the Government authorities including the Charity Commissioner for Maharashtra state, Mumbai. The Income Tax Returns are also filed with the Income Tax Office, Pune. The college also prepare various returns based on annual accounts to other government offices like Professional Tax Returns, Provident Fund Returns, Returns for determination of amount to be paid to Gratuity Accounts and TDS returns. The Audited Accounts Statements of the funds received from BCUD under the Student Welfare scheme and for organizing seminars are re-audited by the University. For the grants received from the UGC, DST-FIST, utilization certificates are prepared according to the allowed expenditure under various heads. This is duly checked and submitted to the corresponding authorities. This is also audited by the external auditor nominated by Governing Council/Board of Trust. Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the Auditor General of the Government of Maharashtra periodically

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	IQAC, Poona College of Arts, Science and Commerce	Yes	IQAC, Poona College of Arts, Science and Commerce
Administrative	Yes	IQAC, Poona College of Arts, Science and Commerce	Yes	IQAC, Poona College of Arts, Science and Commerce

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Academic performance is analyzed and suggested to take the necessary steps to improve the performance of the students. 2. Discussion on discipline and ethical values followed by students and given suggestions for the improvement of the same. 3. The decision to avail the concession to pay the fees in installment. 4. Group meetings at class level are also conducted and found to be more effective. 5. COVID 19 preventions and precautionary measure were discussed and brought to the notice of students through various media.

6.5.3 – Development programmes for support staff (at least three)

1. The institution provides funding for the needy for the purpose of selfdevelopment. 2. The institution organizes skill development programmes and ICT Training programmes for the support staff to upgrade their skills. 3. The institution organizes special Medical Camps and Awareness Programmes on health related issues for the support staff, so as to maintain a healthy environment. 4. The institution provides leaves for the Training Programmes 5. Free health checkup camp for support staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Improving class rooms with modern furniture and fixtures Establishing Anti-Sexual Harassment Cell and Student Placement Cell Student teaching hours to be followed as per UGC and state government norms Updating science laboratories and maintenance of lab cleanliness Augmenting library facilities with additional space, books and journals Promoting collaboration with research institutes and industry

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Workshop on	07/01/2020	07/01/2020	07/01/2020	118

Preparation
for NAAC Accreditation
as Per the
Latest
Guidelines

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop On Self Defence Skills	18/09/2019	18/09/2019	58	0
Women's Health Awareness Programme	21/09/2019	21/09/2019	83	0
Women Entrepreneurship Awareness Program	16/12/2019	27/12/2019	49	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

45 percent

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	13/08/2019	1	Tree Plantation	1. Environmental Conservation. 2. Save Trees	143

2020	1	1	15/04/2020	1	Covid 19 Awareness	1. Understanding the causes of spread of COVID-19. 2. Creating awareness about symptoms and consequence of COVID-19	746
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Model code of practice for ethical conduct	29/07/2019	In line with the commitment of the country to enhance the quality provision of education, a set of model codes of conduct for the three internal components in higher education institutions has been developed. The three internal components are as governors/managers, Teachers and students. The codes of practice for the identified components are developed based on the ethical principles. Institutions will also be required not only formally to adopt but also to implement the regulations and to monitor their implementation. In order to preserve integrity and harmony of the institution, IQAC is playing a major role in prescribing the models and the detail of the regulations in accordance with the internal procedures.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Din	21/06/2019	21/06/2019	214

celebration			
Independence Day	15/08/2019	15/08/2019	415
Republic Day	26/01/2020	26/01/2020	418

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rain water Harvesting from the roofs of buildings. Recharge of ground water table via tube well by surface run off rain water in premises. Notices are displayed on switch boards "Please switch off while leaving" and slogans boards about environment awareness at prominent places of campus. Plastic Free Campus. The volunteers of NSS have participated in "Swachh Bharat Abhiyan" conducted on 2 October 2019 . They have conducted the various cleaning activities in the college premises.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. MUSKAAN: The healing smile Objectives of the Practice Being Socially responsible is described as the way we are making a difference to the social and economic well-being of our communities through our teaching, public events and activities. The objective of establishing Muskaan is ? To make the young students sensitive to the condition of the poor,needy, old, sick and underprivileged section of our society. ? To involve the youth in the upliftment of the marginalised and socially weaker section of society without any profit motive but simply on human grounds. ? To enable the youth make sure the fabric of social integration is woven into young minds ? To make them realize their responsibility towards the underprivileged section of our society. ? To raise funds and resources for pursuing charitable and philanthropic activities The Context In todays globalized world, every individual is trying to get position as well as money. Each youngster is joining the competition of accumulating maximum wealth. No doubt, the aim of education is to make every individual capable to earn his own livelihood, but before that, the aim of education is to make them more human so that they understand the suffering of other human beings. The Practice Poona college is the only college in Pune city to have undertaken this social initiative for the welfare of the society. The Muskaan volunteers have undertaken several projects like wall of kindness, sewing machine donation, get-together of a kind etc. Muskaan volunteers, joined hands with the Pune Cantonment Board and got full fledge support from Ms. Priyanka Shirigiri, Vice President, Pune Cantonment Board who gave us a wall in the heart of Pune city. The wall is beautifully painted and maintained by the volunteers of M The idea behind the project like wall of kindness undertaken by Muskaan volunteers is to reach to the needy and deprived section of the society by making available clothes, sweaters, blankets, etc to the people who cannot afford. People who do not need a set of clothes or other useful items can deposit them in the donation boxes which are located near the Wall of kindness, these clothes are then mounted on the pegs of the wall of kindness and the needy can take whatever they want, without being questioned. The motto behind the wall of kindness is take what you need and leave what you don't. This wall just turns out to be a give and take between the needy ones and the ones who want to contribute to help the needy ones. Generally wall is one thing which is known to create a partition or divide. We can say that wall symbolizes segregation of various communities, but this wall of kindness has a different meaning- it is uniting people from all walks of life on an unprecedented scale. This wall of kindness is for lending a helping hand to the poor people for whom it is difficult to make the ends meet. There is no stipulation, no rule just give and take between those in need and those who want to help the one in need. Muskaan volunteers are playing a major

role of bridging the gap between the haves and the have-nots of Pune city. This wall of kindness is more than just donating. It is a symbol to celebrate humanity and solidarity across Pune city. Donation of sewing machines: Muskaan Volunteers donated two sewing Machines. These youngsters understand that women play variety of significant roles in our society from their birth till the end of life. They believe that training women with skill is a great way to provide opportunity to the underprivileged women to start their own business or to get a job to come out of poverty. These young volunteers thought that donating sewing machine will help them in skill training that will help them lifelong. This will provide great opportunities for women and girls to further develop their marketable skills and therefore a little step towards self-independence.

This will allow them to earn a living from home to support their families.

Muskaan: The Healing Smile understands that money in the form of sewing machine will go to support a grass root cause where every donation makes a difference. A Celebration of its Kind: Bridging the Gap between Teaching, Non-teaching and Menial Staff Muskaan: The Healing Smile organized a special evening for the teaching, non-teaching and menial staff on 8 February 2019. This was a special celebration in Poona college in which the Muskaan treated the teaching staff, non-teaching staff and menial staff along with their families. This celebration was itself a proof that Poona College believes non-teaching staff is as important as the teaching staff . The event highlighted that status and societal designations are nothing but just tags and that at the end of the day we are plain and simple human beings Evidence of Success The students have showed enthusiasm and willingness to do more and more programs for the social and economic well-being of the society. There has been a sense of empathy and love that has been awakened in the students. They are slowly mastering the art of giving.uskaan. Problems Encountered and Resources Required To run any social initiative the most important thing which is needed is funds. The students do contribute in the form of cash and kind directly to the needy, however to make this a sustainable activity a regular and demarcated amount of fund needs to be set. Ours is a college being run by a trust which is already catering to the orphans and the needy. Since it is difficult to earmark funds especially for social initiatives we are unable to take the activities to a grand level. 2.

Environmental Awareness Drive-Through tree plantation Objectives of the Practice: ? The underlying concept of the practice is to spread awareness about environment using stipulated framework ? To inculcate among the students awareness for ecology right from the grass root level. ? Stabilizing soil to prevent erosion near Khadkwasla Dam ? Plantation of saplings for protection of the environment and making Pune cooler and greener The Context Against the context of threat to health and pollution that is pervasive everywhere and which is contributing to the climate change and destroying the environment at large the consciousness for environment protection should be instilled in students at the grass root level. Adding to Maharashtra government's initiative of "Mission Plantation" provoked the need to look at this problem more closely.

The Practice Every Year, all the Second year undergraduate students adorn the cap of "Green Army" and visit Green Thumb NGO at Khadkwasla which works for eco restoration in Pune. Our students have planted over 2500 plant saplings over the last two years which are growing into shrubs and trees around the dam, which in turn is encouraging bird-nesting on a large scale, these are not only providing habitat to flora and fauna in that area but is also allowing afforestation. Evidence of Success: The success of a tree plantation can be measured accurately only after a passage of at least 8-10 years from plantation however as confirmed by green thumb NGO almost 96 of the trees planted are blooming and flourishing. Problems Encountered and Resources Required Due to the plantation place (Khadakwasla) being 15-20 KMS away from the college it becomes difficult to monitor the growth of saplings, though Green Thumb NGO is monitoring the growth a personal touch of the students for a longer duration is missing . To be able to draw out Maximum benefits from such drives, it is

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missing . To be able to draw out Maximum benefits from such drives, it is

important that a major fund be earmarked for monthly/fortnightly visits by the students of the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://poonacollege.edu.in/wp-content/uploads/2021/09/MUSKAN.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Socio-economic upliftment of financially deprived learners through Quality Education The Town and Country Planning Organization (TCPO), the technical arm of the ministry of urban development, GOI, ranks Pune third in the cities with the largest number of slums in India. As per Pune Municipal Corporation, there are 564 slums (353 are declared and 211 undeclared) out of which maximum number of slums fall in Bhawani Peth near our college.. In continuation with one of the tenets of our mission i.e. "To uplift the deprived and academically weak students by empowering them with knowledge" we at Poona College provide financial assistance, installment facilities, and fee waivers to the needy and deserving students from underprivileged families. We strive that no student must be left behind or should become a dropout only due to financial constraints. Objectives for providing financial assistance/ Installment facility/fee waive ? To impart education to the underprivileged and financially weaker section of society. ? To churn out responsible citizens. ? To decrease the dropout rate. ? To build a civilized, compassionate, and zealous society about upholding humanitarian values. During the assessment period, Poona College has waived off worth of Rs. 17,34,360/- Methodology: ? Application for Financial Assistance along with proof of family income ? Authorities conduct a brief interview of a needy student. ? After a brief interview, financial assistance/installment facility/fee waived decision will be taken and accordingly communicates to the student. Besides the above assistance, Teachers amp Alumni help students financially by paying their fees secretly. Recognizing our services and efforts the college was honored with ABP News Education Leadership Award which has been accorded for the upliftment of the downtrodden and underprivileged students from slums and outstanding performance in the academic and skill development sector

Provide the weblink of the institution

<https://poonacollege.edu.in/wp-content/uploads/2021/09/institutional-distinctiveness-1.pdf>

8.Future Plans of Actions for Next Academic Year

- Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching learning, research, extension related and co and extracurricular activities
- The use of Learning Management System (LMS) for regular teaching, learning and evaluation related activities by maximum number of teachers will be encouraged to use the LMS.
- Research workshops and special sessions are also being organised with the intention of familiarizing individuals with the latest developments pertaining to research methods, technological evolution and research paper writing, thereby aiming at increasing the intellectual output of the College.
- Encouraging staff members to complete their doctoral degrees and to continue research activities through quality publications and research projects.
- Induction programme for first year students and Meeting with parents to communicate the areas their child are excelling and give them specific ideas to improve upon their wards performance.
- Exploration of opportunities for collaborative research with leading institutions/organizations of National and International repute for faculty and student exchange and

internship. • Aiming to prepare students job ready with suitable employability skills like oral and written communication, time management, conflict resolution, self management, problem solving, team work etc . • To establish a vocational education training center recognized by Maharashtra State Board of Vocational Education to enhance vocational skills. • Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS, NCC, YRC and the like. More activities of Social Outreach would be organised like blood donation camps, plantation drives, etc. • Increasing number of environment friendly initiatives and ensuring participation of maximum staff and students in such initiatives. • Organization of Golden Jubilee Annual Sports Meet aiming to the participation of maximum students and staff members. • Keeping in mind the high level of stress amongst staff and students, various welfare programmes and activities for their mental well being will be planned. • To organize Life Skill Workshops for Non Teaching Staff and their Family Members • Effective involvement of Alumni in College Activities • To conduct career guidance program, awareness session on opportunities for higher studies/ placement motivation, entrepreneurial avenues, competitive exams etc. • IQAC is also planning to publish a newsletter on Quality Assurance. • To undertake Quality initiatives like Academic Administrative Audit, Green Audit, Gender Audit etc • Organization of one week National Level Professional Development Workshop on Development of e content for virtual teaching. • Redesigning of the college web portal in a new format and making mobile responsive pages • To organize more number of programs relating to gender sensitization, environmental consciousness and sustainability, universal values ethics etc.