# Internal Quality Assurance Cell (IQAC)

# Submission of Annual Quality Assurance Report (AQAR)

 *(Revised in October 2013)*

**Year 2013-14**

**SARASWATI MANDIR NIGHT COLLEGE OF COMMERCE & ARTS**
*1359, Shukrawar Peth, Natu Bag, Bajirao Road,Pune 411002*

# The Annual Quality Assurance Report (AQAR) of the IQAC - 2013-14

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

**1. Details of the Institution**

1.1 Name of the Institution

Saraswati Mandir Night College of Commerce and Arts.

1359, Shukrawar peth,

 1.2 Address Line 1

Bajirao road, Natubaug.

 Address Line 2

Pune

 City/Town

Maharashtra

 State

411002

 Pin Code

smncca@rediffmail.com

 Institution e-mail address

020-24433018

020-24486693

 Contact Nos.

Dr. Ramesh Waman Awalgaonkar

 Name of the Head of the Institution:

020-24466094

 Tel. No. with STD Code:

+91 9921926831

 Mobile:

Name of the IQAC Co-ordinator:

Shri. Shriram Yeshwant Deshmukh

+91 9403663272

Mobile:

smncca@rediffmail.com

 IQAC e-mail address:

nK-6&p4HQ

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

dt.16/02/2004

1.4 **NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom*

*of your institution’s Accreditation Certificate)*

1.5 Website address:

www.smnightcollege.org

http://www.smnightcollege.org/AQAR13-14.doc

Web-link of the AQAR:

 For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Cycle** | **Grade** | **CGPA** | **Year of Accreditation** | **Validity Period** |
| 1 | 1st Cycle | C+ | 62.00 | 2004 | 5 years |
| 2 | 2nd Cycle | -- | -- | -- | -- |
| 3 | 3rd Cycle | -- | -- | -- | -- |
| 4 | 4th Cycle | -- | -- | -- | -- |

01/12/2005

1.7 Date of Establishment of IQAC :

2013-14

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

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

1. AQAR 2009-10 *submitted to NAAC* on 18/12/2013
2. AQAR 2010-11 *submitted to NAAC* on 18/12/2013
3. AQAR 2011-12 *submitted to NAAC* on 18/12/2013
4. AQAR 2012-13 *submitted to NAAC* on 19/12/2013

1.10 Institutional Status

√

 University State Central Deemed Private

√

Affiliated College Yes No

Constituent College Yes No

√

 Autonomous college of UGC Yes No

√

√

 Regulatory Agency approved Institution Yes No

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

√

 Type of Institution Co-education Men Women

√

 Urban Rural Tribal

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

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

√

1.11 Type of Faculty/Programme

√

 Arts Science Commerce Law PEI (Phys Edu)

√

TEI (Edu) Engineering Health Science Management

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Others (Specify)

University of Pune

1.12 Name of the Affiliating University *(for the Colleges)*

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

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 Autonomy by State/Central Govt. / University

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 University with Potential for Excellence UGC-CPE

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 DST Star Scheme UGC-CE

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 UGC-Special Assistance Programme DST-FIST

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 UGC-Innovative PG programmes Any other (*Specify*)

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 UGC-COP Programmes

**2. IQAC Composition and Activities**

04

2.1 No. of Teachers

02

2.2 No. of Administrative/Technical staff

00

2.3 No. of students

2.4 No. of Management representatives

00

02

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

01

 Community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

2.9 Total No. of members

02

09

2.10 No. of IQAC meetings held

02

02

2.11 No. of meetings with various stakeholders: No. Faculty

 00

00

02

 Non-Teaching Staff Students Alumni Others

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

√

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 If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

03110

00

0

0222

01

 Total Nos. International National State Institution Level

1. Competition and Workshop on poetry.

2. Current account deficit and balance of payment with reference to Indian economy.

3. Personality development workshop for girl students.

 (ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC with the help of Local managing committee of the Saraswati Mandir Sanstha, assures that the day to day functioning of the institution should run smoothly. This year the institute has acquired its permanent affiliation. Since last two years the IQAC has systematically worked over it. Planning and implementation of various quality improvement activities, it’s monitoring, and supervision is done by the IQAC. Academic calendar and yearly teaching plans were maintained.

2.15 Plan of Action by IQAC/Outcome

 The plan of action chalked out by the IQAC in the beginning of the year towards quality

 Enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| Plan of Action | Achievements |
| * To complete the procedure of permanent affiliation.
* To try to sanction maximum number of seminars and conferences under quality improvement scheme of the university.
* To buy equipments like generator, Xerox machines, printers, computers, cctv system etc.
 | * The institute successfully achieved this goal and wef. the year 2012-13, it has got the permanent affiliation.
* The university has sanctioned 03 proposals for the seminars and workshops.
* The institute has received 02 computers from local corporator shri. Dilip Kalokhe.
 |

 *\* Attach the Academic Calendar of the year as Annexure.*

**S. M. Sanstha’s**

**Saraswati Mandir Night College of Comm. & Arts**

**1359, Shukrawar Peth, Bajirao Road, Pune.**

**Ph. No. 020 - 24433018**

**Academic Year 2013-14**

**Academic Planning of the Year**


##### First Term 15.06.2013 - 31.10.2013

Second Term 26.11.2013 - 30.04.2014

 **Prof. Vinay Bodas    Prof. Shriram Deshmukha Dr. Ramesh Awalgaonkar**

**Academic Planning Committee Co ordinator NAAC Principal**

## Monthly Planning

**\*June 2013\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Admission Committee meeting \* Sale of Forms for F. Y. B. Com/B.A |
| **Second week** | \* Sale of Forms for F. Y. B. Com/B.A\* Admission of F. Y. B. Com / B.A |
| **Third week** | \* Declaration of Result of F. Y. B.A\* First Term Starts from 15th June 2013\* Beginning of the Remedial Classes for F.Y.B. A    & B.Com. \* Sale of Forms for S. Y. B. A\* Permanent Affiliation Committee Meeting  |
| **Fourth week**  | \* Remedial Classes for F.Y. B. A & B. Com. \* Admission of S.Y. B.A \* Declaration of Result of F. Y. B.Com |
| **Fifth week**  | \* Admission of S.Y. B.Com\* Beginning of Classes to F.Y./S.Y B.A & B.Com \* Preparation of Time table for 2013–14\* Annual Planning of Syllabus \* Interviews of CHB Teachers \* Principal’s Meeting with Staff |

**\* July 2013 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week** | **\* Regular Teaching to F.Y./S.Y. B.A & B.Com** |
| **Second week** | \* Regular Teaching\* Meeting of Book Selection Committee\* Declaration of Result of S. Y./T.Y B.A\* Selection of Students under Earn & Learn Scheme.\* Submission of Keshavsut Karndak Proposal \* Anti Ragging Committee Meeting  |
| **Third week** | \* Regular Teaching\* Declaration of Result of S. Y./T.Y. B.Com\* Admission of T.Y.B.Com/B.A M. Com / M. A  |
| **Fourth week** | \* Regular Teaching\* Admission of T.Y.B.Com/B.A, M. Com/M. A\* Cultural Program of “Guru Pournima”  |
| **Fifth week**  | \* Regular Teaching |

**\* August 2013 \***

|  |  |
| --- | --- |
| **Day & Date** | Business |
| **First week**  | \* Regular Teaching\* Distribution of Various Forms – Like EBC,BC  Scholarships etc. |
| **Second week** | \* Regular Teaching\* Allotment of various Committees\* Meetings of Various Committees\* Distribution of Practical Notebooks\* Meeting of Discipline Committee\* Submission of October Exam Forms & Term    End Exam form - Repeaters |
| **Third week** | \* Regular Teaching\* Cultural Program – Independence Day \* Exam Committee Meeting – Term end Exam of    Repeaters \* Distribution of Practical Notebooks \* NAAC Committee Meeting |
| **Fourth week** | \* Regular Teaching\* Cultural Program –Raksha Bandhan  |
| **Fifth week** | \* Regular Teaching \* Poster Presented by Marathi Dept. \* Inauguration Ceremony of Commerce Circle\* Inauguration Ceremony of Vangamay Mandal \* Formation of Cultural Committee \* Principal’s Address to F.Y.B.A/Com\* Inauguration of Staff Academy Programs |

**\* September 2013 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Beginning of M. Com/ M.A Classes. \* Counseling Committee Meeting \* Magazine Committee Meeting \* Cultural Committee Meeting Teacher’s Day \* Exam Committee Meeting Repeaters Term Exam \* Alumni Committee Meeting  |
| **Second week** | \* Regular Teaching \* Medical Checkup of F.Y.B.A & B.Com Students \* Poster Presented by Costing Dept. \* Alumni Committee Meeting \* Repeaters Term Exam\* Lecture Organized by Staff Academy  |
| **Third week** | \* Regular Teaching\* Cultural Committee Meeting Lecture \* Anti Ragging Committee Meeting \* University Level Seminar \* Practical Exam of Repeater \* Vangamay Mandal Programme  |
| **Fourth week** | \* Regular Teaching\* Lecture Organized by Commerce Circle\* Poster Presented by Psychology Dept.\* Concealing Committee Lecture \* Vangamay Mandal–Elocution Competition \* Declaration of Result of Repeaters Exam |

**\* October 2013 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Poster Presented by Banking & Finance Dept.\* Exam Committee Meeting – Filling of Term End Exam Forms \* University Oct. Exam FY/SY/TY B.Com |
| **Second week** | \* Regular Teaching\* Poster Presented by Political Science Dept. \* University Oct. Exam FY/SY/TY B.Com/BA\* Lecture organized by Staff Academy \* Concealing Committee Lecture \* Cultural Program “Bhondala”  |
| **Third week** | \* Regular Teaching.\* Lecture organized by Commerce Circle \* Anti Ragging Committee Meeting \* Program of Vangmay Mandal\* Completion of 1st Term Syllabus of B.Com & BA |
| **Fourth week** | \* Poster Presented by English Dept. \* Term End Exam of B.Com/B.A\* NAAC Committee Meeting \* izkS< fujarj o KkufoLrkj lferh dk;Zdze |
| **Fifth Week** | \* Term End Exam of B.Com/B.A\* Last working Day Meeting 31st Oct. 2013\* Poster Presented English Dept. \* Seminar & Workshops for M.Com Students  |

**\* November 2013 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Deepawali Vacation Period  |
| **Second week**  | \* Deepawali Vacation Period\* LMC Meeting  |
| **Third week** | \* Deepawali Vacation Period  |
| **Forth week** | \* Deepawali Vacation Period \* M. Com / M.A Mid Term Exam  |
| **Fifth week** | \* Commencement of 2nd Term of the Academic Year 2013 – 14 /    26th Nov. 2013\* Poster Presented by M. Law Dept. \* Regular Teaching \* M. Com / M.A Mid Term Exam\* Lecture organized Aarogya Prabodhan    Committee  |

**\* December 2013 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching \* Lectures of Special Guidance Scheme \* Picnic Committee Meeting \* Pune University Exam of M.A \* Cultural Committee Meeting\* Discipline Committee Meeting \* Beginning Environment Awareness class for    S.Y.B.A/Com on Every Sunday  |
| **Second week** | \* Regular Teaching \* Poster Presented by Economics Dept.\* Lectures of Special Guidance Scheme \* Sports Activities & Various Competitions \* Program of Vangmay Mandal – Story Telling    Competition \* Filling of March Exam Forms  |
| **Third week** | \* Regular Teaching \* Lectures of Special Guidance Scheme \* Concealing Committee Lecture \* Annual Prize Distribution Programs \* Gathering & Refreshment \* Lectures of the Special Guidance Scheme\* Filling of March Exam Forms  |
| Fourth week  | \* Regular Teaching \* Lectures of Special Guidance Scheme \* Lecture Organized by Staff Academy \* Poster Presented by CPA\* Lectures of Special Guidance Scheme |

**\* January 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching\* Lectures of Special Guidance Scheme \* Meeting – Keshavsut Karandak Committee \* Seminar & Workshops Committee Meeting\* Magazin Committee Meeting\* Vangmay Mandal Meeting \* Poster Presented by Maths Dept.\* Lectures of Special Guidance Scheme  |
| **Second week** | \* Regular Teaching \* Lectures of Special Guidance Scheme \* Cultural Committee – Youth Festival \* NAAC Committee Meeting \* Poster Presented by Geography Dept.\* Lectures of Special Guidance Scheme |
| **Third week** | \* Regular Teaching\* Lectures of Special Guidance Scheme \* Lecture organized by Staff Academy \* Lecture organized by Commerce Circle \* Concealing Committee Lecture \* Jaykar Vyakhyan Mala \* izkS< fujarj o KkufoLrkj lferh dk;Zdze |
| **Fourth week** | \* Regular Teaching\* Lectures of Special Guidance Scheme \* Poster Presented by Computer Dept.  |
| **Fifth week** | \* Regular Teaching\* Workshop on Personality Development for Girl Student \* Cultural Program Republic Day  |

**\*February 2014\***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching \* Lectures of Special Guidance Sachem |
| **Second week**  | \* Regular Teaching \* Feedback From Regular students\* Book Selection Committee Meeting \* Poster Presented by History Dept.\* Concealing Committee Lecture \* izkS< fujarj o KkufoLrkj lferh dk;Zdze |
| **Third week** | \* Regular Teaching\* Lecture organized by Commerce Circle \* Lectures of Special Guidance Sachem  |
| **Fourth week** | \* Regular Teaching \* Poster Presented by Accountancy Dept.\* Submission of Practical Note Book of F. Y.    /S.Y/T.Y B. Com.\* Poster Presented by Accountancy Dept.  |
| **Fifth week** | \* Regular Teaching \* Exam Committee Meeting \* Submission of Practical Note Books |

**\* March 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Regular Teaching \* Completion of Syllabus F.Y.B.Com. |
|  **Second week** | \* Regular Teaching \* Oral / Practical Examination of F.Y.B. com\* Cultural Program world woman’s Day\* Completion of Syllabus F. Y. B.A & S.Y/T.Y.B. Com.\* Submission of Projects of T.Y.B.A Economics\* Lecture organized by Aarogya Prabodhan    Committee |
| **Third week**  | \* Practical and Examination of S.Y./T.Y. B. com\* Regular Teaching for S. Y/T.Y. B. A  |
| **Fourth week** | \* Practical and Examination of T.Y.B.Com\* Annual Exam of F.Y.B.Com/ B.A\* NAAC Committee Meeting \* Anti Ragging Committee Meeting \* Annual Documentation Committee Meeting \* Completion of Syllabus S.Y/T.Y.B.A  |
| **Fifth week** | \* Annual Exam of F.Y.B.Com/ F.Y. B.A\* Prospectus Committee Meeting \* Magazine Committee Meeting \* Submission of Annual reports of Various  Committees |

**\* April 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | \* Annual Exam of S.Y/T.Y. B.Com\* Library Stock Taking  |
| **Second week**  | \* Annual Exam S.Y / T. Y. B. Com/B.A\* Feed back of Printing of Prospectus and Various forms, Challans etc.    Assessment of F.Y.B.Com/B.A Answersheets\* Exam Committee Meeting for Mid Term of    M. Com & M. A  |
| **Third week**  | \* Annual Exam S.Y / T. Y. B.A\* Mid Term of    M. Com & M. A\* NAAC Committee Meeting  |
| Fourth week  | \* Annual Exam S.Y. /T. Y. B. A\* Mid Term of    M. Com & M. A |
| **Fifth week** | \* Annual Exam S.Y. /T. Y. B. A\* Last working Day meeting \* Last working Day 30th April 2014 |

**\* May 2014 \***

|  |  |
| --- | --- |
| **Day & Date** | **Business** |
| **First week**  | ---------- |
| **Second week** | \* Annual Exam M.A  |
| **Third week** | \* Annual Exam M.A |
| **Fourth week**  | \* Annual Exam M.Com\* LMC Meeting  |
| **Fifth week**  | \* Annual Exam M.Com \* Admission Committee Meeting \* Declaration of Results of F.Y.B.Com/ B.A  of March 2014 Exam. |

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**’kS{kf.kd o 2013&14 rs 2017&2018**

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 ek- Jh fot;th djejdj lnL;

 ek- Jh- fnyhi dkGks[ks lnL;

 ek- Jh v’kksdjko epZaV lnL;]

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 ek- izk- fou; cksMl f’k{kd izfrfu/kh

 ek- izk- ';kejko dkacGs f’k{kd izfrfu/kh

 ek- Jh- iz’kkar ekyiqjs f’k{kdsÙkj izfrfu/kh

 ek- MkW- jes’k vkoyxkodj lfpo

2.15 Whether the AQAR was placed in statutory body Yes No

√

Management Syndicate Any other body

√

 Provide the details of the action taken

Discussed and approved with minor corrections.

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | -- | -- | -- | -- |
| PG | 02 | -- | 02 | -- |
| UG | 02 | -- | 01 | -- |
| PG Diploma | -- | -- | -- | -- |
| Advanced Diploma | -- | -- | -- | -- |
| Diploma | -- | -- | -- | -- |
| Certificate | 01 | -- | 01 | -- |
| Others | -- | -- | -- | -- |
| **Total** | 05 | -- | 04 | -- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | -- | -- | -- | -- |
| Innovative | -- | -- | -- | -- |

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

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 02 |  |       |       |
| Trimester | -- |
| Annual | 02 |

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1.3 Feedback from stakeholders\* Alumni Parents Employers Students

 ***(On all aspects)***

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

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

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

Since the institution is not autonomous, it does not have the freedom to make its own syllabi. We follow the syllabi prepared by the respective board of studies of the affiliated university.

1.5 Any new Department/Centre introduced during the year. If yes, give details. ;-\_ No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 13 | 09 | 03 | 01 | 00 |

2.1 Total No. of permanent faculty

03

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| ----- | ---- | ---- | 01 | ---- | ----- | ----- | ---- | ----- | 01 |

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

10

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2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 02  |  07 | 09 |
| Presented papers | 05 | 11 | 03 |
| Resource Persons |  00 | 00  | 00 |

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

* The Institutes Mission is ‘To spread the light of education by night’. The institute has developed and adopted its own ‘one to one’ interactive teaching method for its students. By considering every problem of the student it tries to provide best at its every level.
* Guest lectures were arranged on various topics.
* Educational trip was arranged.
* Home assignments and class tests were organized after the completion of topics in the syllabus.

2.7 Total No. of actual teaching days

199

 during this academic year

2.8 Examination/ Evaluation Reforms initiated by

 the Institution (for example: Open Book Examination, Bar Coding,

 Double Valuation, Photocopy, Online Multiple Choice Questions)

Being affiliated college the institution has to follow the rules and regulations made by the university. Bar coding, photocopy, etc. reforms are made by the affiliated university from this year and the institution has adopted the same.

2.9 No. of faculty members involved in curriculum

 restructuring / revision/ syllabus development

 as member of Board of Study/Faculty/Curriculum Development workshop

 This year **06** faculties have participated in curriculum restructuring workshops organised by the          Pune University.

80%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

 distribution of pass percentage :

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division |
| Distinction % | I % | II % | III % | Pass % |
| B.A. | 25 | 4 % | 12.00 % | 32.00 % | 4 % | 52 % |
| M.A.  | 09 | 0 % | 22.22 % | 44.44 % | 0 % | 67 % |
| B.Com. | 97 | 0 % | 15.46 % | 28.86 % | 9.29 % | 56 % |
| M.Com. | 13 | 0 % | 23.07 % | 46.15 % | 0 % | 70 % |

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

The IQAC with the help of various committees in the institution contributes in the teaching and learning process. It has taken the following efforts for students and teachers.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | 00 |
| UGC – Faculty Improvement Programme | 02 |
| HRD programmes | 00 |
| Orientation programmes | 00 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 00 |
| Others |  00 |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 04 | 06 | 00 | 02 |
| Technical Staff | 00 | 00 | 00 | 00 |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

* The IQAC, quality improvement committee and the research committee in the college jointly work for the promotion of the research climate in the institution. Faculty members are encouraged to prepare and send the research proposal to the university.
* Facility of Library and reading hall and a computer lab are available for students.
* The IQAC encourage staff for participating in various conferences, workshops, seminars, symposiums and research publications.
* The management and IQAC is successful to acquire permanent affiliation for the institution in this year, now it will be able to get into 2f and 12b status of the UGC, after getting this status, the faculty will be eligible for the major and minor projects funded by the UGC.

3.2Details regarding major projects **: Nil**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 00 | 00 | 00 |
| Outlay in Rs. Lakhs | 00 | 00 | 00 | 00 |

3.3 Details regarding minor projects **: Yes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 01 | 01 | 00 |
| Outlay in Rs. Lakhs | 00 | 00 | 1,50,000/- BCUD, Pune | 00 |

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3.4 Details on research publications **: Yes**

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 00 | 00 | 00 |
| Non-Peer Review Journals | 02 | 00 | 05 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 05 | 06 | 01 |

3.5 Details on Impact factor of publications**:**

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 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 | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects | 00 | 00 | 00 | 00 |
| Minor Projects | 00 | 00 | 00 | 00 |
| Interdisciplinary Projects | 00 | 00 | 00 | 00 |
| Industry sponsored | 00 | 00 | 00 | 00 |
| Projects sponsored by the University/ College | 02 | BCUD, Pune University  | 1,50,000/- | 52,500/- |
| Students research projects*(other than compulsory by the University)* | 00 | 00 | 00 | 00 |
| Any other(Specify) | 00 | 00 | 00 | 00 |
| Total | 02 | 01 | 1,50,000/- | 52,500/- |

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

00

00

01

 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **: NA**

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 UGC-SAP CAS DST-FIST

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 DPE DBT Scheme/funds

3.9 For colleges**: Nil**  Autonomy CPE DBT Star Scheme

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 INSPIRE CE Any Other (specify)

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3.10 Revenue generated through consultancy **: Nil**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number | -- | -- | 02 | -- | 01 |
| Sponsoring agencies | -- | -- | University of Pune  | -- | University of Pune |

 3.11 No. of conferences organized by the Institution **:**

031

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

--

--

--

3.13 No. of collaborations:  **Nil**  International National Any other

--

3.14 No. of linkages created during this year: Nil

3.15 Total budget for research for current year in lakhs:

1,100/-

52,500/-

 From funding agency From Management of University/College

 Total

53,600/-

3.16 No. of patents received this year **: Nil**

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | -- |
| Granted | -- |
| International | Applied | -- |
| Granted | -- |
| Commercialised | Applied | -- |
| Granted | -- |

3.17 No. of research awards/ recognitions received by faculty and research fellows

 Of the institute in the year **: Nil**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| -- | -- | -- | -- | -- | -- | -- |

3.18 No. of faculty from the Institution

02

 who are Ph. D. Guides

 and students registered under them

09

00

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)

00

00

 JRF SRF Project Fellows Any other

00

00

3.21 No. of students Participated in NSS events:

00

0000

 University level State level

 National level International level

00

00

3.22 No. of students participated in NCC events:

00

00

 University level State level

 National level International level

00

00

3.23 No. of Awards won in NSS:

00

 University level State level

00

 National level International level

00

00

3.24 No. of Awards won in NCC:

 University level State level

00

00

 National level International level

00

00

3.25 No. of Extension activities organized

03

02

 University forum College forum

00

00

00

 NCC NSS Any other

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

* The institute organised a cultural program on the auspicious day of Makar Sankranti at Anath Hindu Mahilashram, Narayan Peth. This activity was purposefully planned as to make interaction between students and the orphans, and to make understand the students understand their responsibility towards society.
* The girl students visited at Khadak Police Station on the festival of Rakhi Paurnima and tied Rakhi to the police staff of the station; Rakhi is a bond of love and security between a brother and a sister. This activity helped girl students to remove their fear about police machinery and make them feel secure and gave assurance that they can get help from police any time, whenever required.
* An excursion trip was organised to alibaug,Nagaon, Murud-janjira on 8/2/2014. In this trip we tried to increase students’ awareness about environment and nature decay.
* Smt.Sarika Deshpande organised a one day workshop on Ecofriendly Ganesh festival, this activity created environmental awareness among students while celebration the Ganesh festival.

**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 | 41800sq.ft. | 00 | 00 | 41800sq.ft. |
| Class rooms | 17 | 00 | 00 | 17 |
| Computer Lab. | 01 | 00 | 00 | 01 |
| Seminar Halls | 01 | 00 | 00 | 01 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 00 | 00 | 00 | 00 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 00 | 00 | 00 | 00 |
| Others | 00 | 00 | 00 | 00 |

4.2 Computerization of administration and library

All the activities of the administration are computerized. The library functions are done manually. Only one computer is made available in the library for administrative purpose.

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Existing** | **Newly added** | **Total** |
| **No.** | **Value** | **No.** | **Value** | **No.** | **Value** |
| Text and reference Books | 5712 | 636047 | 351 | 120797 | 6066 | 757144 |
| e-Books | 00 | 00 | 00 | 00 | 00 | 00 |
| Journals | 22 | 15170 | 21 | 13030 | 21 | 13030 |
| e-Journals | 00 | 00 | 00 | 00 | 00 | 00 |
| Digital Database | 00 | 00 | 00 | 00 | 00 | 00 |
| CD & Video | 00 | 00 | 00 | 00 | 00 | 00 |
| Others (specify) | 64 | 24980 | 02 | 300 | 66 | 25280 |

**4.4 Technology up gradation (overall)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total Computers** | **Computer Labs** | **Internet connections** | **Browsing Centres** | **Computer Centres** | **Office** | **Departments** | **Others** |
| Existing | 29 | 20 | 05 | -- | -- | 07 | 01 | 01 |
| Added | 02 | -- | -- | -- | -- | -- | -- | 02 |
| Total | 31 | 20 | 05 | -- | -- | 07 | 01 | 03 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

 Up gradation (Networking, e - Governance etc.)

The institution has its own computer lab. Training about ICT, Tally, and syllabus related activities are taken place in to it. No other program conducted.

4.6 Amount spent on maintenance in lakhs :

32,392/-

 i) ICT

4,43,276/-

 ii) Campus Infrastructure and facilities

00

 iii) Equipments

00

 iv) Others

4,75,668/-

 **Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC encourage the students’ welfare committee and the SWO for the preparation of the different activities like personality development program, special guidance scheme and many other to be conducted for students support funded by the university. The institution is successfully running Earn and Learn Scheme for the needy students.

5.2 Efforts made by the institution for tracking the progression

There is no particular system for tracking the progression, but some of the teachers voluntarily accept mentorship of students, their one to one contacts and the performance in the examination help the institution to track the progression of students.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 663 | 74 | 00 | 00 |

5.3 (a) Total Number of students

 (b) No. of students outside the state

00

00

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 589 | 79.91% |

|  |  |
| --- | --- |
| No | % |
| 148 | 20.08% |

 Men Women

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | NT | SBC | Physically Challenged | Total | General | SC | ST | OBC | NT | SBC | Physically Challenged | Total |
| 342 | 93 | 10 | 168 | 54 | 27 | 00 | 694 | 368 | 105 | 11 | 174 | 50 | 29 | 00 | 737 |

Demand ratio : 92.77% Dropout : 06 %

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

No such mechanism is available in the institute. But some teachers personally guide to the students, who are interested in preparation of competitive exams.

      No. of students beneficiaries - N.A.

5.5 No. of students qualified in these examinations

00

00

00

00

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

00

00

00

00

5.6 Details of student counselling and career guidance

The institution provides all above counseling services to its students. The teacher- student one to one interaction and good rapport between them made the environment student friendly. Every teacher provides counseling to students in their personal capacity. Teachers are always available to the students for the counseling. Prof. Jaya Badi of Psychology department particularly deals with the psychological issues, Prof. Manjusha Joshi provide career counseling and soft skill development. Personality development workshop for girl students was organized.

 No. of students benefitted – Not available

5.7 Details of campus placement

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 00 | 00 | 00 | 00 |

5.8 Details of gender sensitization programmes

No such activity conducted in the institution.

5.9 Students Activities

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

00

00

07

 State/ University level National level International level

 No. of students participated in cultural events

00

16

 State/ University level National level International level

0807

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

00

00

00

   Sports : State/ University level National level International level

00

00

04

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of students | Amount |
| Financial support from institution  | 00 | 00 |
| Financial support from government | 24 | 91,530 |
| Financial support from other sources | 07 | 35,000 |
| Number of students who received International/ National recognitions | 00 | 00 |

5.11 Student organised / initiatives

00

00

00

Fairs : State/ University level National level International level

00

00

00

Exhibition: State/ University level National level International level

02

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

* Vision of the college-Empowerment of working and disadvantaged students by imparting education at night and providing opportunities of career and personality development
* To bring higher education within the reach of average, disadvantaged and working students.
* To encourage the overall personality development of students by motivating them into participation in various co-curricular, extracurricular and extension activates
* Mission of the college- An institute dedicated to spreading the light of education by night.

6.2 Does the Institution has a management Information System - Yes

**Administrative procedure:**

* Use of tally for accounts.
* Daily rough cash book, personally checked by accountant and Principal.
* Time to time administrative meetings.
* Periodic meetings of various committees regarding examination, syllabi, cultural activities, excursion and so on.

**Evaluation and examination procedures:**

* Existence of full-fledged examination committee and updated maintenance of concerned records.
* Periodic meetings of examination committee.
* In-house central assessment program for quickest feedback on evaluation.
* Critical manual correction of border cases before declaration of results.

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

6.3.1 Curriculum Development

 Participation of the teachers in the workshops of various subjects revision and restructurization.

6.3.2 Teaching and Learning

* Academic calendar is prepared every year.
* Every teacher makes the annual teaching plan and work accordingly with the same.
* Teachers conduct the lectures so regularly that at the time of leave, alternative arrangements are made so that not a single lectures time will be wasted. Home assignments and class tests are conducted regularly.
* Students are encouraged to write for the college magazine as well for the wall magazine.
* After conclusion of every term, the Principal takes a feedback from the staff about the details of the teaching at the term end meeting.

6.3.3 Examination and Evaluation

* The evaluation methods are governed by the rules and regulation of the university. A separate college exam officer is appointed as per the directions of the university. He plans and implements all the examination and evaluation work. The institute conducts midterm and annual examination as per the college and university schedule.
* Bar coding, photocopy, etc. reforms are made by the affiliated university from this year and the institution has adopted the same.
* The first year students are not aware about the university exam pattern and the system of evaluation. At the beginning of the academic year, on the occasion of Principal address, the college exam officer gives detail information about it to all these students and explains the evaluation process and the eligibility conditions required to appear for internal exam as well as for external exam, similarly subject teachers also explain the same in their class.
* To improve results the students are assigned to home assignments, class tests.
* Commencement dates of Re term end examination, College Term end examination, university exams, programmes of oral- practical examinations Etc. are displayed on the notice board well in advance.
* As per the rules and regulations FYB.com/ BA classes evaluation is done meticulously by the college teacher.

6.3.4 Research and Development

* The management and institute encourage and motivate the teachers for Research, by undertaking minor projects from the BCUD, University of Pune and also by motivating them for the registration of M.Phil. and Ph.D.
* The IQAC and the research committee prepare proposals to the University for the Organization of seminars, conferences and workshops.
* The teachers are always encouraged for publishing research papers in the various publications, participation in conferences, workshops, and seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

A well equipped library with recent research journals, reading hall, computer lab with internet facility and L.C.D. projector is made available to the faculty and students. However no major research facilities are developed and provided to faculty as there is no Research centre in the college. But the management is working hard on getting the status of 2f and 12 b by the U.G.C. to make such facilities available earliest in the institution.

6.3.6 Human Resource Management

The institution strives to develop students by variety of activities like students welfare scheme, annual social gathering, Keshavsut karandak- a state level poetry competition organized by the college, gurupaurnima utsav, Teachers day, youth festival at the time of Swami Vivekanand Jyanti, Rakhi paurnima and maker sankranti celebration at various orphanages or other social institutions, study tours, and so on.

6.3.7 Faculty and Staff recruitment

* The recruitment of the faculty and non teaching staff is done on the basis of the type of post created, strictly following the rules and regulations laid down by the Government, affiliated university and the U.G.C.
* The temporary teaching and non teaching staff for unaided courses is recruited on yearly basis.

6.3.8 Industry Interaction / Collaboration

* Being a night college and being a small unit, running for earning students it is not possible to conduct such activity in the college.
* The students are encouraged to visit such industries at the time of their practical/project works.

6.3.9 Admission of Students

* Admission procedure is followed according to rules and regulations of University of Pune, and the Government.
* Our college is established for the deprived and working class of the society; hence we give admission on first come first basis. There is No merit list system followed by us.

|  |  |
| --- | --- |
| Teaching |  -- |
| Non teaching | -- |
| Students | Earn and learn scheme,The college pays the fees of the meritorious but poor students coming from our junior college wing. |

6.4 Welfare schemes for

6.5 Total corpus fund generated

We are the part and parcel of the Saraswati mandir sanstha, thus it is not allowed us to create corpus fund separately.

√

6.6 Whether annual financial audit has been done Yes No

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

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

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

√

 For UG Programmes Yes No

$$√$$

 For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association - Nil

6.12 Activities and support from the Parent – Teacher Association- Nil

6.13 Development programmes for support staff- Nil

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

**Criterion – VII**

**7. Innovations and Best Practices**

* The institute consistently engages in following practices:
* Keshavsut karandak state level poetry competition and workshop on poetry.
* Earn and learn scheme.
* Number of students and teachers are encouraged to participate in seminars, workshops, conferences.
* Gurupaurnima celebration.
* Regular meetings of L.M.C. are taken as and when required and as per the university guidelines.

7.1 Innovations introduced during this academic year which have created a positive impact on the

 functioning of the institution. Give details.

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

 beginning of the year

* The IQAC and the management were constantly working for acquiring the universities permanent affiliation to the institution. This year the University of Pune has sanctioned the permanent affiliation to the institution.
* Successfully able to get 2 new computers from the local corporator Shri. Kalokhe.
* The institution organised 03 workshops/seminars in this academic year.
* An excursion trip was organised at Alibaug,Nagaon,Murud-Janjira.
* Under compulsory medical examination of fresh students’ scheme, a medical check up of all first year students conducted.

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

* Dept. of Marathi and Students welfare committee organizes a state level “Keshavsut Karandak” poetry competition for student- poets. This is the only state level competition organised by some college to develop students’ poetic and literary creativity. Participant student poets meet well-known Marathi poets and seek guidance from them. With the poetry competition the institute also organises a workshop on poetry. Till the year well-known poets like Mangesh Padgaonkar, F.M.Shinde, Sandeep Khare, Dr. Anand Yadav, Uttam Kamble, Ilahi Jamadar, Vijay Kuwalekar, and many more have guided the participants from all over Maharashtra. From its fifth year the University of Pune also appreciated this activity and since 2010 the institution is receiving fund from university to organise the activity.
* The college has adopted a number of practices, which have enabled it to achieve a measure of success in spite of its financial and other constraints. Practices like decentralization of work, unitization of syllabus, preparing an academic calendar at the beginning of an academic year, staff academy, annual social gathering, Celebration of Teachers day by giving students an opportunity to run the college, visit to orphanage and various social working institutions on festivals, etc.

 ***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

* The environmental awareness course is run by the institution for its second year undergraduate students, To complete this course with minimum C grade is mandatory for students, by the university notification , for this, the institute arranges a series of 40 lectures in which students are trained about environment awareness/ protection by the expert staff.
* An excursion trip is organised every year to various places to create environmental awareness among students.

√

7.5 Whether environmental audit was conducted? Yes No

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

**SWOT Analysis**

**Our Strenth**

* Educational mission and its accomplishment
* Committed faculty and staff
* Students: their strengths, will for education
* Centrally located
* High adoptability
* Welfare schemes for students
* Will to develop

**Our weakness**

* Dearth of infrastructural facilities
* No recognition of 2f and 12b

**Opportunities**

* Increase in number of students willing to take education by night
* To start short term certificate courses in commerce and arts faculty

**Threats**

* Challenge of professional courses to traditional courses
* Increasing number of institutions providing education by night
* Restrictions for the implementation of the professional courses by night

8. **Plans of institution for next year**

* To try to complete the procedure to get the 2f and 12b status of the UGC.
* To install CCTV camera system for overall security and vigilance in the campus.
* To buy equipments like generator, printers, Xerox machine, and add computers in the lab.
* To try to get sanctioned the proposals for seminars and conferences under quality improvement scheme of the university.

\*

Name : Shri. Shriram Deshmukh Name:- Dr. Ramesh Awalgaonkar

Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC