SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

THE POONA GUJARATI KELVANI MANDAL'S HARIBHAI. V. DESAI COLLEGE OF COMMERCE, ARTS & SCIENCE

**HARIBHAI V. DESAI COLLEGE 596, BUDHWAR PETH, PUNE 411002
411002**

www.hvdesaicollege.org

Executive Summary

Introduction:

Introduction :-

Haribhai. V. Desai College is an institution of **"The Poona Gujarati Kelwani Mandal"** which is an educational and charitable institution established in 1926.

Haribhai V. Desai College is recognized as one of the premier academic institutions in Pune city. Haribhai V. Desai College of Commerce was established in 1984. The single faculty college began to grow with maximum academic excellence in the central part of Pune city. In a short span of time , the college has become an eminent academic center.

The college stands tall in public esteem and also in the memories of its alumni, many of whom are now prominent figures in government, business and industry. The college endeavors to inculcate such qualities amongst students, which help them meet rapidly changing global challenges.

The Programmes:-:

B Com. (Cost & Works Accounting and Marketing) ,B.A. (English, Political Science and History), B.Sc. (Chemistry, Physics and Microbiology) .B.Sc. (Computer Science and Computer Application).M.Com. M.Sc. (Physics, Analytical Chemistry, Environmental Science and Microbiology), Ph.D. (Commerce, Physics)

The College has been re-accredited by NAAC with 'A' grade and has been awarded the Best College by the SPPU, Pune.

The college has well qualified teaching and non-teaching staff. The teaching staff has always been engaged in academic and research activities. Many of them have been guiding to M. Phil and Ph. D. students.

At present, around 3000 students are taking education in this college. Apart from the curricular activities, the students are motivated to participate and organize co-curricular and extra-curricular activities

Vision:

The Vision :-

The prime focus of the of the college is on the attainment of it's vision and mission. Vision of the college is as below:-

'To create a centre of academic excellence in the field of higher education and for the development of the right skills oriented towards self-improvement, self-employment and life'

The College intends to serve the nation and the world by regulating talented, educated and socially aware professionals.

The following strategic characteristics enable the College to realize its vision:

§ Introduction of new courses that help students to transform themselves into professionals

§ Inculcation of right skills through curricular and extracurricular activities

§ Self-improvement through personal and professional expertise

§ Inculcation of ability of self-employment through excellence

§ Leadership and service to meet society needs.

§ Up skilling of students for a better future and have a cutting edge advantage

§ To provide a sound academic base for overall personality development

The Governing body designs and executes Short-term, Long-term plans integrating

departmental plans, findings of SWOT analysis and other recommendations from the stake holders.

The policy and planning are carried out according to consultation with stakeholders. The governing body, with the help of the department wise committees formulates quality policy and integrates the same in the strategic plan.

Formulation of action plans and defining the policy objectives attempts to address the issues of systematic change to provide quality education.

All the systems work together as a team aiming to be instruments of organizational change.

Mission:

The Mission :-

The college has directed all its efforts towards the attainment of the mission; which is described as below:-

- To advance the cause of higher education among the middle and lower income groups and among students coming from traditional business sections.
- To provide an environment which fosters continuous improvement and innovation with technical support and facility to enhance student and faculty effectiveness.
- To inculcate among students the need for self-employment and the value of dignity of labour.
- To provide a sound academic base for an overall personality development for a successful career.
- To have community orientation and civic responsibilities in their outlook.
- To develop an orientation towards the rational and global needs as responsible citizen.

Attainment of the mission:-

- The college admits students from backward classes, first generation learners and across all the strata of the society, providing them with an opportunity to grow.
- The college has well equipped laboratories, well stocked central library and departmental libraries along with all sorts of information communication equipment. This help students and teachers play their respective roles in an effective manner.
- The college organizes several social awareness programmes including river bed cleaning, N.S.S. Special Winter Camp , rallies etc. to inculcate the value of labour of dignity.
- The college has a 'Soft Skill Development Cell' which takes care of overall personality development of students.
- The college organises several seminars, workshops and conferences for students to enable them to be a rational global citizens.

SWOC

Institutional Strength :

The strengths of the college are described as :-

1. Physical Resources
2. Human Resources
3. Learning Resources

Physical Resources:-

Physical resources of the college includes:-

- Three buildings and a separate floor for administration,
- Spacious and well ventilated classrooms with ICT facilities,
- Generator back up, conference hall,
- Seminar hall, air conditioned meeting room,
- CCTV coverage for the entire campus,
- Spacious reading room,
- Girls common room,
- Office for the IQAC,NSS
- Separate Research Cell
- Offices for vice principals and head of the departments,
- Computer laboratories,
- LCD projectors,
- Well-equipped science laboratories,
- Examination control room,
- Adequate parking space.

Human Resource of the college includes:-

- Governing body; The Poona Gujarati Kelawani Mandal,
- Principal,
- Vice Principals,
- Head of the Departments and
- Majority of teachers with NET / SLET qualification.
- Majority of the teachers are Ph. D.
- CommittedSupport staff
- A few teachers are M. Phil. And Ph. D. guides.
- Teachers work on various bodies of the university and autonomous colleges in the capacity of Dean, Faculty, Member, and Board of Studies etc.
- Present student strength of the college is 3277.

Learning Resources of the college comprise of

- Well stocked library with number of reference and textbooks, periodicals and e- learning resources.
- Computer laboratories with internet access

- Language laboratories with necessary software
- Wi-Fi access to all classrooms with laptops and projectors

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Institutional Weakness :

Weaknesses :-

Following are some weaknesses of the college:-

1. Lack of space, which prevents the college from either constructing new buildings or expanding horizontally and vertically the existing buildings. This is a major impediment in starting new courses and creating adequate space for research activities.
2. Diverse academic student community pose a challenge while imparting knowledge
3. Due to the marginal economic background of the students there is limitation on implementation of value added courses and coaching for professional courses like CA, CMA and CS.
4. Provision of seating arrangements for students within the campus during breaks.
5. Limited Recreation facilities for students and teachers due to inadequate space for the same.
6. Lack of own sports ground (However, the college hires sports ground of nearby college for outdoor sports)
7. Lack of hostel for boys and girls
8. Moderate placement ratio
9. Limited revenue generation from industrial collaboration
10. Lack of interdisciplinary programmes
11. Limited industry sponsorship programmes
12. Limited industry training for students
13. Need for Own Peer Reviewed Journal (Research publication) for faculty research work
14. Lack of adequate financial support from the Alumni Association

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Institutional Opportunity :

Opportunities :

- The level of academic excellence makes it possible for our students to get entry into institutes of global repute. The College has to devise mechanisms for translating this potential into a reality.
- The new learning process demands greater proficiency in soft skills among students. The College has the necessary technical and infrastructural resources to take this to a higher level.
- The vision of the College makes it imperative to engage in socially relevant programmes likeorganizing disaster management skills, healthcare facilities etc..
- Alumni of the college can prove to be immensely instrumental in overall development of the college.
- Introduction of 'Skill Enhancement Cell' is need of the hour
- More Research projects of the UGC / BCUD/ DST/ FIST can be undertaken,
- More number of Seminars/conferences for students to be conducted
- The College possesses the academic and financial resources to publish peer reviewed research journals. The College is poised to take the initiative in this regard.
- The college can offer add-on Diploma and Certificate courses.
- NET / SLET Coaching programme for SC/ST and Minority may be offered with the support of UGC.
- Students may achieve exposure to social awareness through socio-cultural & NSS programs.
- Staff strength and enterprising nature is a strong opportunity to achieve set objectives.
- Incubation Centre for start- ups can be launched.

Institutional Challenge :

Challenges :

- Creation of more space within the campus is one of the major challenges that the college has to deal with a sense of urgency.
- Getting permission from the government to fill up the vacant posts of the teachers and administrative support staff is a significant challenge.
- Strengthening of industry-institute interaction.
- More placements in core companies.
- Encouraging students for competitive examinations and higher studies.
- Networking and strengthening relationship with stakeholders.
- More focus on industrial training for faculty and students.
- Necessity of more space and infusion of latest technology for library and other learning resources.

Criteria wise Summary

Curricular Aspects :

The college considers effective curriculum delivery as its highest priority and initiates necessary measures to make the process student oriented. To achieve this, the college undertakes activities such as:-

- Bridge courses,
- Improvised teaching plans that contain the methodology adopted for each chapter.
- Teachers' diary plays a vital role in assessing the performance of a teacher.
- Teachers adopt varied methods to impart the curriculum in the best possible manner.

Special programs for slow and advanced learners are organised to ensure equal justice to all kinds of students. Effective feedback mechanism helps the college to evaluate the process and make necessary changes wherever necessary.

Around 8% Teachers in the college work on various university bodies in the capacity of Dean, Faculty and Member of Board of studies. Few teachers work as Member, Board of studies in autonomous colleges, and deemed universities. Teachers use the experience to enrich the teaching learning process of the college.

The college has introduced postgraduate courses in Physics, Chemistry, Microbiology and Environment Science. In addition to this, Research Centres for Ph. D. programmes in commerce and physics have also been started.

27 % of the academic programmes have Choice Based Credit System. The college runs certificate courses in Tally, Communication Skills, English Grammar, Ornithology and Scientific Skill Development etc.

The college integrates cross cutting issues through enrichment of curriculum. Around 28% students participate in field visits to have hands on experience. The college has an effective feedback mechanism, which obtains feedback from employers, parents and the alumni.

Teaching-learning and Evaluation :

The college has online admission process. The college admits students from other states also as a part of admission policy. The college admits students from reserved category as per the state government policy.

The college has a system to identify slow as well as advanced learners at the time of admissions. The teachers undertake various methodologies and activities to address these learners. The student teacher ratio of the college is 1: 42.

The college provides various facilities to differently abled students *(Divyangs).*Teachers adopt multiple types of student centric methods to impart knowledge. Majority of the teachers use Information and Communication Technology. The teachers work as mentors to address various problems of the students. The prevailing mentor mentee ratio is 1:42.

To nurture critical thinking, creativity and scientific temper among the students, teachers adopt innovative teaching methods like, debates, quiz programs, essay competitions, group discussions, seminars, symposia, project works, field surveys, posters presentation, model making etc.

36% teachers hold Ph.D. Degree. Many teachers have received awards and appreciations at State, National and International Level for their outstanding contribution in academics.

The Internal Evaluation System of the college is effective, efficient, transparent and credible. Constant efforts are taken to strengthen it further. The examination related grievances are attended to efficiently. The academic calendar helps to conduct the examinations on time and smoothly.

The Program Outcome and Program Specific Outcomes are prepared and displayed on the college website.

The results are satisfactory which reflect the efforts put in by the teachers.

Research, Innovations and Extension :

The college provides conducive academic environment to pursue quality research. The research culture of the college benefits the teachers and the students. The college has doctoral research Centres in Commerce and Physics. 11 teachers are recognized as M. Phil. and Ph.D. guides.16 students have completed their research work.

To ensure transparency and genuineness of research process, the college has set up a plagiarism policy.

Teachers have carried out 13 research projects funded by various agencies such as the Board of College and University Development, University Grants Commission, Department of Science and Technology, ISRO etc.

The college organises programs for budding entrepreneurs through the 'Commerce Laboratory'. The college understands the significance of Intellectual Property Rights. Seminars on IPR is organised by the college to create awareness about the same amongst teachers as well as students.

Many teachers have received awards for their contribution in research activities; which are duly recognized by the college. The college provides incentives like duty leaves, reimbursement of registration fees, awards etc. to the teachers for their participation in research activities.

Teachers have published 213 research papers in the UGC notified research journals. The college organises conferences at International, National and State level. Selected research papers are published in approved journals. Teachers have published 30 text and reference books.

The college conducts extension activities for the neighborhood community as a part of its social responsibility through NSS or with the help of NGOs. The College has 11 MOUs with various colleges and institutes in India and abroad.

Infrastructure and Learning Resources :

The College has state of the art infrastructure catering academic requirements of around 3000 students.

The college provides adequate facilities for teaching and learning with well-ventilated classrooms, well-equipped laboratories and library, computer rooms, an audiovisual seminar hall and conference room. The college has an auditorium for multipurpose functions. Spacious canteen and parking for two wheelers and four wheelers are also available.

The college has:-

 well stocked and furnished central library with the balanced and up to date collection of books, periodicals, CD's, newspapers as well as provision to access e-books and e-journals through INFLIBNET's N-list. The day-to-day work of library is carried out with the help of Vriddhi software. The library has a good collection of rare books.

17 classrooms have LCD projector facilities, 55 classrooms are enabled with wifi faculties and 3 seminar halls have ICT facilities and virtual classroom with acoustics.

 Laboratories of all faculties are well equipped with necessary instruments and instructions for its usage. The teaching aids like computers/OHPs/LCDsetc. are available for imparting quality education. In addition to the physical infrastructure, the college has a policy to provide internet and Wi-Fi facility to the students and has a good computer student ratio.

The college has a well equipped gymnasium with necessary accessories and provides facilities for indoor and outdoor games like table tennis, boxing, chess, carom, cricket, volleyball, kabbaddi etc.

The college has safety facilities like first aid box, fire extinguishers, SOPs for usage of instruments.

Student Support and Progression :

The college is keen about providing various facilities to the students for their overall development and a pleasant learning experience. The college functions as an instrument to provide the students with the scholarships and free ships awarded by the university and the state government. The college also seeks scholarships from industries for meritorious students.

The college implements various capability enhancement schemes for students, which include guidance for competitive examinations, career counseling, soft skill development, remedial coaching, language laboratory, bridge courses etc.

The college has a competitive examination guidance centre. Many students have achieved high ranks in the state and central government administrative services. The computer science department organises vocational training programms for students.

The college has a 'Grievances Redressal Cell' where students can register their complaints.

The college has a functional 'Placement Cell'. The cell regularly organises placement drives with the help of reputed organizations. Graduates of the college join Savitribai Phule Pune University or other institutes for higher studies. Around 3 % of the total students have been qualified in state/ national/ international level examinations during the last five years.

The students have won awards for outstanding performance sports/cultural activities at national and international level.

The college has an active Students' Council which organises and supports several functions and activities.

The college organises sports and cultural events to ensure overall development of students.

The college has a functional alumni association, which takes active part in college activities. Teachers across all the faculties regularly organise alumni meets.

Governance, Leadership and Management :

The vision and mission statement functions as a lighthouse to conduct various activities in the college. It ensures multifold development of all the stakeholders.

Decentralization of authorities and delegation of powers is done at every stage of functioning. This ensures that every person in the system gets an equal opportunity to contribute to the overall development of the college.

The college has a perspective plan for future development. The plan helps the college to work in a specific direction and achieve its goals in a systematic manner.

The college has a well-defined organizational structure. The governing body, Poona Gujarati Kelawani Mandal is the apex body followed by the College Development Committee, Principal, IQAC, Vice Principals and the Heads of the departments.

The college adopts e- governance in planning and development. Latest sophisticated software are used to make the college administration efficient and effective. The college accomplishes various tasks by assigning it to various committees. The committees carry out various responsibilities in accordance with the minutes documented after the meeting. The college has effective staff welfare mechanism. Various types of welfare mechanism include soft skill development, rebate in fees, library facilities, financial assistance for seminars / workshops etc. the college deputes teachers to attend faculty development programmes.

The college has an effective performance appraisal system for teaching and non-teaching staff. The college regularly carries out internal and external financial audit to ensure transparency.

The internal quality assurance cell devises innovative methods to improve overall performance.

Institutional Values and Best Practices :

The college acknowledges the significance of institutional values and best practices by organizing programmes on gender equity, domestic violence, employment opportunities for women etc.

 The college exhibits gender sensitivity by providing facilities like Safety and Social Security, Counselling, Common Room. The College has a Women Grievance Cell for students and staff to

facilitate women students' development. The College maintains gender sensitivity by providing secure environment in the campus, by constant CCTV surveillance.

Environmental consciousness and sustainability is maintained through the use of biogas, solar energy and vermiculture. Swatch Bharat Abhiyan, Street Plays, River Cleaning Drive etc. E Waste Management through private agency and Minimal Consumption of Energy through 99% use of LED bulbs are evident examples.

Rainwater harvesting system installed in the campus is environment friendly and cost effective. The college adopts green practices by making use of Bicycles, public Transport, observing 'no vehicle day' and organisation of 'PUC Checkup Camp'. is also organized. "Plastic free campaign"

The College takes special care of *Divyangs* by providing physical facilities like elevator, ramp, Braille software facilities, wheelchair and restroom.

Human values and professional ethics are maintained with Code of Conduct for Students, Teachers, Non-Teaching Staff and the Principal as well.

The institution has established several mechanisms to add value to the quality enhancement of students by Jayanti celebrations, Cultural and academic competitions. Co-curricular activities etc.

Institutional distinctiveness of the college is its competitive examination centre where guidance to aspirants is provided. Many students have successfully cleared these examinations.

Profile

BASIC INFORMATION

Name and Address of the College	
Name	THE POONA GUJARATI KELVANI MANDAL'S HARIBHAI. V. DESAI COLLEGE OF COMMERCE, ARTS & SCIENCE
Address	Haribhai V. Desai College 596, Budhwar Peth, Pune 411002
City	Pune
State	Maharashtra
Pin	411002
Website	www.hvdesaicollege.org

Contacts for Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Girish Rajaram Pathade	020-24450373	9922219778	020-24463914	principal.hvdc@gmail.com
Associate Professor	Pragati Abhyankar	020-25410822	9422306164	020-26998446	apragati10@gmail.com

Status of the Institution

Institution Status	Grant-in-aid and Self Financing

Type of Institution

By Gender	Co-education
By Shift	Regular

Recognized Minority institution

If it is a recognized minroity institution	Yes
If Yes, Specify minority status	
Religious	
Linguistic	GUJARATI
Any Other	

Establishment Details

Date of establishment of the college	01-01-1984

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Savitribai Phule Pune University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	08-02-2000	[View Document](#)
12B of UGC	08-02-2000	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Haribhai V. Desai College 596, Budhwar Peth, Pune 411002	Urban	0.80155	3243.79

ACADEMIC INFORMATION

Details of Programs Offered by the College (Give Data for Current Academic year)

Program Level	Name of Program/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSC	English	120	120
UG	BCom,Commerce	36	H.S.C	English	1200	1040
UG	BA,Arts	36	HSC	English	200	160
UG	BA,Arts	36	HSC	English	200	150
UG	BA,Arts	36	HSC	English	200	150
UG	BSc,Science	36	HSC Science	English	40	40
UG	BSc,Science	36	HSC	English	40	40
UG	BSc,Science	36	HSC Science	English	400	289
UG	BSc,Computer Science	36	HSCScience	English	496	445
UG	BCA,Computer Science	36	HSC	English	80	69
UG	BBA,Bba	36	HSC	English	248	205
UG	BBA,Bba	36	HSC	English	264	207
PG	MSc,Msc	24	BSC	English	48	47
PG	MSc,Msc	24	BSC	English	48	48
PG	MSc,Msc	24	BSC	English	48	24
PG	MSc,Msc	24	BSC	English	48	36
PG	MSc,Msc	24	BSC	English	91	91
PG	MCom,Mcom	24	B.COm	English	120	108

Position Details of Faculty & Staff in the College

Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				21				63
Recruited	0	0	0	0	14	7	0	21	18	45	0	63
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0

Recruited	0	0	0	0	0	0	0	0	0	0	0	0

Yet to Recruit	0	0	0

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				27
Recruited	20	2	0	22
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	15	1	0	16
Yet to Recruit				0

Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	10	6	0	7	4	0	27
M.Phil.	0	0	0	1	1	3	3	2	0	10
PG	0	0	0	3	0	0	2	4	0	9

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total

	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	0	0	0

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

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

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

Program		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	1429	9	0	0	1438
	Female	1471	6	0	0	1477
	Others	0	0	0	0	0
PG	Male	126	0	0	0	126
	Female	232	4	0	0	236
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	119	88	85	108

	Female	143	105	92	89
	Others	0	0	0	0
ST	Male	13	5	4	6
	Female	9	8	7	11
	Others	0	0	0	0
OBC	Male	229	169	140	167
	Female	222	198	154	163
	Others	0	0	0	0
General	Male	1068	1096	979	892
	Female	1216	1218	1012	994
	Others	0	0	0	0
Others	Male	134	130	85	107
	Female	124	124	112	123
	Others	0	0	0	0
Total		3277	3141	2670	2660

QIF

1.Curricular Aspects
1.1 Curricular Planning and Implementation
1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Answer:

Being an affiliated college; the college follows the curriculum prescribed by the university. For effective delivery of the curriculum, the college has set up certain norms, procedures and practices. The procedures consist of the following:-

1. **Bridge Courses :-**

On admission of students in first year, concerned teachers conduct test on their respective subject. The test is called 'Pre Syllabus Commencement Test'.The syllabus of the test is of higher secondary level. The purpose of the test is to ascertain the knowledge level of students. Based on the results of test, teachers design a course which helps the students to understand basic concepts of the subject. The syllabus is taught to the students before the curriculum actually commences. The course is called 'Bridge Course'.

2. Teaching Plans :-

For effective implementation of the curriculum, teaching plans are prepared and executed. All the departments prepare academic calendar, whereas co-curricular and extra-curricular activity units prepare only activity calendar. The subjects are allotted to the teachers based on their expertise and

specialization. For effective teaching of the syllabus, teachers prepare their teaching plans and activity planner based on the number of available working days.

3. Teacher's Diary:-

The college has prepared a Teachers' Diary which includes academic calendar, working days and teaching plans. The daily records of teaching, co-curricular and extra-curricular activities are maintained on the regular basis. Teachers' diary has become a valuable tool to manage the resources effectively for enhancing quality of teaching and learning activities.

4. Academic Audit :-

The IQAC monitors and evaluates teaching, learning, co-curricular, extra-curricular, research and community activities of an individual teacher through Academic Audit. The IQAC also monitors the accomplishment of teaching plans and its implementation. The success of teaching-learning is further ensured through result analysis, students' feedback and their progression and academic audit report.

5. Innovative Teaching Methods:-

Within the given framework, teachers freely devise their own innovative teaching methods: use of ICT, Inflibnet facility,departmental libraries, latest titles, reference books, periodicals, journals, CDs, DVDs, E-content developed by teacher, practical work books, audio-visual study fulfill needs of the students with the help of Wi-Fi.

6. Participation of teachers in Curriculum Development :-

Teachers also ensure quality delivery of curriculum by participating in the syllabus framing process of the university. These teachers either get elected or nominated on the Board of Studies of the university. The teachers actively participate in the syllabus designing process. Teachersalso participate in the restructuring and revision of syllabus workshops. The college frequently conducts workshops on syllabus revision.

7. Slow Learners :-

The college pays special attention to slow learners. After the syllabus is over, tests are conducted and slow learners are identified. Special lectures in the form of remedial course are conducted for these students. Teachers also provide personal academic counseling to these students.

8. Advanced Learners:-

Advanced learners are supported through the facilities to carry out projects and they are also encouraged to participate in different competitions, posters and quizs.

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

Answer: 0

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

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

Answer: 43.59

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

Answer:

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

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Answer: 33.33

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

Answer: 06

File Description	Document
Details of the new courses introduced	[View Document](#)

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

Answer: 35

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

Answer: 7

File Description	Document
Name of the programs in which CBCS is implemented	View Document

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

Answer: 2.72

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
238	160	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

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

Answer:

The college integrates cross cutting issues through enrichment ofcurriculum.These issues are associated with community and needs to be specifically addressed.

It helps learners support their daily life, strengthen their social life and know their duties towards community. Discussing these issues with students by correlating the syllabus, helps develop strong relationship between community and nature. It makes students to know how to live as being a part of the ecosystem without disturbing it.

The Undergraduate and Postgraduate courses elaborate various issues as follows:-

Sr No.	Class	Course Name	Contents	Context

1	F.Y B.A	Chh Shivaji Maharaj and his times	Opposition to Sati System	Human values & Gender
2	S.Y B.A	Modern India	Opposition to British Raj	Human values
3.	S.Y B.A	Ancient India	Sindhu civilization	Environment
3.	T.Y B.A	Historiography	The writings of Historians	Professional ethics
4.	T.Y B.A	World in the 20 th century	First and Second world war	Sustainability
5.	F.Y B.Sc	Introduction to Microbiology	Development of Microbiology in 19th century	Sustainability
6.	S.Y B.Sc -	Air &Water Microbiology	Air pollution and air sanitation ,Air infection, Water purification methods, water born infections, effluent treatment, solid waste management ,Recycling of waste water	Environment
7	Sy B.Sc	Soil and Industrial Microbiology	Ecofreindly systems- Bio fertilizer and Bio pesticide production.	Sustainability
8	T.Y B.Sc	Agricultural and environmental Microbiology	Bioremediation Bioaugmentation, Biosensors and biochips in environmental monitoring. Biodegradable plastics, Waste water treatment	Environment
9	M.Sc Microbiology	Cell organization and Biochemistry	Introduction to Developmental	Gender

			Biology- Aristotle's philosophy regarding mother's role in birth	
	Part I			
10	M.Sc II	Molecular Biology	a. Application of Recombinant DNA technology in health and medicine. e.g. recombinant insulin b. Application of genetically engineered antibody for cancer therapy	Sustainability
11	MSc. EVS Part I	Biodiversity Forestry and natural resources	Role of woman in natural resource handling	Gender
12	MSc EVS Part I	Environment pollution and control	Bioremediation (Degradation of waste and reduction in pollution)	Environment
13	MSc. EVS Part II	Environmental laws ethics and policy-	Coexistence of Humans and nature (Humans as caretakers of nature and\n\nnot exploiters)	Human values and Environment
14	MSc. EVS Part I	Biodiversity Forestry and natural resources.	Use of case study, study of movements related to environment e.g. Chipco movement	Sustainability
15	S.Y B.Sc	Microbial genetics-	Discovery of structure of DNA by Watson and Crick. Controversy generated regarding use of Rosalind Franklin's work	Professional ethics
16	M.Sc. Physics Part II	Energy Studies I	Renewable Energy sources: Solar, Wind, Biomass, Tidal, Ocean wave, Ocean thermal, Geothermal, Types of energy storage systems,	Sustainability

			Importance of Solar Energy	
17	M.Sc Physics Part II	Energy Studies II	Solar Photovoltaics (SPV) Conversion, Hydrogen Fuel (Importance of Hydrogen as a future fuel, Sources of Hydrogen, Fuel of vehicles.)	Sustainability
18	M.Sc Physics Part II	Energy Studies I	Sustainable development Energy crisis, Transition from carbon free technologies, Parameters of transition, Carbon credits.	Sustainability

List of Core Values:-

- Human values and gender equality
- Environment
- Professional ethics
- Sustainability

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

Answer: 5

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

Answer: 05

File Description	Document

| Details of the value-added courses imparting transferable and life skills | View Document |

1.3.3 Percentage of students undertaking field projects / internships

Answer: 21.46

1.3.3.1 Number of students undertaking field projects or internships

Answer: 674

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from

1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Answer: A.Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Answer: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document

2.Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Answer: 0.25

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
11	10	3	6	4

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage

(Average of last five years)

Answer: 81.55

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3141	2667	2662	2545	2363

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3747	3399	3099	3099	3051

File Description	Document
Institutional data in prescribed format	View Document

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

Answer: 39.9

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
757	632	628	630	620

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Answer:

The students admitted to the college are from varied academic, cultural and social background. Their performance level is different from each other. The students are categorized as slow learners and advanced learners. The college has set up a system to separately deal with both kinds of learners. The system functions as below:-

- **Identification of learner type :-**

Teachers in the admission committee interact with the students and parents at the time of admission and assess the learning level of students, which is based on the discussion and academic records of students.

- **Pre syllabus commencement Test :-**

Individual teachers assess the learning levels of students by conducting Pre Syllabus Commencement tests. The syllabus of the tests is based on higher secondary curriculum. Teaching methodology is ascertained on the basis of performance of the students in these tests.

- **Classroom Interactions:-**

Teachers also evaluate the learning level of students during classroom teaching. This is done by interacting with every student individually.

1. **Slow Learners :-**

Slow learners need extra attention and additional guidance to keep pace with teaching process. The college is very keen about fetching these students in main stream of academics. This is done by adopting following measures.

1. Bridge Course (To instill the core part of previous year's curriculum)
2. Separate doubt clearing sessions after each topic
3. variable pace of teaching for complex chapters
4. Groups on social media; where students can ask their doubts and get it cleared by teachers
5. Personal academic counseling
6. Conduct of test after each chapter
7. Seminar by the students to gain confidence
8. Remedial coaching for students whose performance was weak in internal examination
9. Spoken English and grammar classes to enhance language proficiency
10. Special sessions on Examination writing skills
11. Group discussions
12. Provision of notes during lectures as well as in digital format
13. Encouragement to the students to participate in classroom deliberations
14. Organisation of tours and visits for hands on experience about various concepts of the curriculum
15. Sessions on 'Study Skills' by the experts.
16. Extra lectures for students having backlog of subjects

17. Tutorials and assignments
18. Guest Lectures
19. Question papers solving sessions
20. Regular revisions

2. Advanced Learners:-

Activities for advanced learners:-

1. Advanced learners are encouraged to work as peer mentor for slow learners to ensure a win-win situation.
2. Provision of additional inputs on every topic
3. Few questions in tests or tutorials are aimed at advanced learners
4. Creation of group of advanced learners to deliver talks on extracurricular subjects
5. Creation of 'Brain Teaser' questions specially for advanced learners
6. Advanced learners are involved in organisation of various activities
7. Debate and group discussions
8. Scholarships and merit certificates
9. Inspiring them to take up professional courses
10. Role play
11. Mini research projects
12. PowerPoint presentation competitions

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Answer: 74.79

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Answer: 0

2.2.3.1 Number of differently abled students on rolls

Answer: 0

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Answer:

The college considers student centric methodologies as an integral part of effective curriculum delivery.

Students learn better through experiential and participative learning with problem solving abilities.

Imparting the curriculum through these activities make the entire process interesting and creative. It also helps students develop interest in the subject. These activities are included in the teaching plans.

List of such activities is as below:-

A.   Formal Methodologies:

The process of imparting knowledge commences with formal methodologies. These methodologies include conventional practices of teaching. These methods help students to comprehend basic concepts of a chapter. Active **participation of students adds to the quality of delivery mechanism**. This method comprises of the following:-

·   Class room teaching

·   Lectures and notes

·   Expert lectures

·   Tests and tutorials

B.   Special methodologies:

Teachers adopt special methodologies to **ensure participation of students** in the teaching learning process. These methodologies help students go beyond the prescribed curriculum and have an active role in delivery of the same. The methodologies include the following:-

·   Academic workshops

·   Academic based exhibitions

·   Quiz

·   Student presentations and seminars post teaching

·   Poster competitions

C.   Interactive methodologies:

Teachers adopt interactive methodologies to provide additional inputs. **Students experience real life situation** while participating in these activities.

· Discussions

· Interviews

· Role Plays

· Mock Parliament/ Assembly

· Debates

· Group Discussions

· Group questioning other groups

D. Merry Learning:

Merry learning aims at a fusion of formal and informal teaching. The methodology helps students learn out of box thinking. **Students also learn problem-solving skill** through these activities.

· Games

· Riddles

· Puzzles.

· Wall magazine.

E. Thought provoking:

Following thought provoking activities inspire students to **express their opinions** through participative activities in an effective manner.

· Essays

· Projects

· Online lectures

F. Outdoor methodologies:

Outdoor activities help students learn **through experience** and have proved to be very effective.

· Visits

· Excursions

· Treks

G. Technology assisted methodologies:

Use of technology helps students undertake **experiential projects** and initiatives such as:-

·   Wi-Fi Campus,

·   ICT oriented class rooms

·   30MBPS internet connectivity

·   English Language Lab

·   Laboratories with LCD projectors and internet

·   Use of Audio-visuals in teaching-learning i.e. using film clips, documentaries.etc· **Web links** for reading.

H.   **Research** :

Research activities are integral part of **experimental learning**. Teachers encourage students to carry out research activities. These mainly comprise of the following:-

·   Avishkar competition

·   Research presentations in conferences

·   Project competitions

·   Poster presentations

I.   **Live wire experiences:**

Live wire (Hands- on experience) is also a part of experiential learning. It is achieved through the following activities:-

·   Short film making

·   Snake and Animal handling

·   Snorkeling and scuba diving,

·   Biodiversity studies in mangrove forests.

J.   **Community outreach programs:**

Outreach programmes focus on **participative as well as problem solving learning.**

·   Heritage walks,

·   Nature walks,

·   Riverbed cleaning,

·   NGO visits,

·   Alumni interactions

Further details are given in **any additional information**

File Description	Document
Any additional information	[View Document](#)

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

Answer: 78.57

2.3.2.1 Number of teachers using ICT

Answer: 33

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

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

Answer: 37.84

2.3.3.1 Number of mentors

Answer: 83

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Answer:

In view of the advanced and slow learner's perception towards learning, teachers adopt varied methods to impart the curriculum.

Teachers plan the teaching methodology to be adopted well in advance. Each chapter is carefully analysed to ensure that it creates interest in the minds of students.

To nurture critical thinking, creativity and scientific temper among the students, various learning methods like, debates, quiz programs, essay competitions, group discussions, seminars, symposia, project works, field surveys, posters presentation, model making, institutional training and practical exercises are conducted from time to time. ICT components such as e learning and e-assignments are also followed.

Following methods are adopted to bring about innovation and creativity in teaching – learning process.

Type of creativity and innovation	Activities undertaken
Innovation	- Role Play - Mock Parliament - Teaching with the help of you tube - Puzzles and games - Trade fair - Use of mobile application for specific subjects - PowerPoint presentation competition
Critical Thinking	- Projects - Study Tours and Visits - Chemiad lecture series for chemistry - IPA activities in Physics - Camps - Group Discussions - Paper presentation/ case study - Lecture Series - Social Survey - Need based Workshops/ Seminars / Conferences - Academic syllabi focused workshops - Certificate Courses - Memory models.
Creativity	- Exhibitions - Poster presentations - Poetry presentation/ Elocution/ Debate Competitions - Literary Associations Activities - Departmental wall magazines - Film screening - Student prepared films
Scientific Temper	- Plant of the week - Science Project Exhibition - Jagar Janivancha - Science Forum Activities - Sketching and labeling skills workshops

	- Environmental awareness activities - Guest lectures by eminent scientists - National and international level Conferences.

*****

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Answer: 57.46

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Answer: 54.27

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
30	25	19	17	16

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Answer: 17.57

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Answer: 69.23

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	8	3	6

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

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

Answer: 0.25

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

Answer:

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms
2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Answer:

Continuous Internal Evaluation is a significant component of institutional quality delivery mechanism. The college initiates all necessary measures to ensure that the internal evaluation system is effective, efficient, transparent and credible. The courses such as B.B.A, B.C.A. and M.Com. have continuous evaluation system.

In order to improve the quality of continuous internal evaluation system, regular review of examination related activities is taken and necessary corrective actions are executed.

The reforms for internal examinations are carried out in the following manner:-

1. **Type of examination:-**

The college adopts varied types of modules for internal evaluation to de-emphasis the memorization. This includes evaluation through-

- Projects
- Visits
- Assignments
- Viva Voce

1. **Training as a tool for reforms:-**

Training is an important segment of effective examination system. Proper training to all stakeholders of examinations ensures success in implementation of examinations. Training is provided in following ways:-

Sr. No.	Category of Trainee	Training components
1.	Paper Setters	- Scientific paper setting - Covering all aspects of the curriculum with due weightage - Maintaining the difficulty level - Equal justice to slow and advanced learners - Use of computer in paper setting work - Use of 'Checklist' before final submission
1.	Invigilators	- Do's and don'ts :- Prior to the examination - Do's and don'ts :- During the examination - Do's and don'ts :- After the examination This method has proved to be of immense use to conduct examinations in a satisfactory manner. The training programs for invigilators have significantly reduced examination related flaws.
1.	Administrative Staff	- Planning of examination - Implementing the examination - Evaluation and Result declaration - Review of problems and troubleshooting
1.	Evaluators and moderators	- Methods of evaluation - Parameters of evaluation - Preparation of model answer - Evaluation process

1. **Infrastructural reforms:-**

Adequate and state of the art infrastructure for examination ensure conduct of examination in an effective manner. The examination department has following infrastructure facilities:-

- Spacious examination control room
- Wired and wireless internet facility
- Computer and printer
- Generator backup
- High speed photo copying machines
- CCTV surveillance system
- Lockers for safe custody of question papers and answer books

1. **Reforms in examination related student services:-**

Student, being an important stakeholder of evaluation process, is entitled to better services and facilities. Following reforms have been carried out to provide better services to students:-

- Provision of question banks
- Display of evaluation norms and scheme of marking
- Adequate time span between the declaration and conduct of examination
- Timely assessment and declaration of results
- Provision of answer key
- Provision of photocopies of answer books on demand
- Display of answer books in classroom followed by discussion at length
- Time bound verification and revaluation process
- Reexamination for sports students

1. **Reforms in enhanced secrecy :-**

Secrecy is an integral part of examination process. The success of examination department depends on abiding by the parameters of utmost secrecy in certain processes. The college has set up following norms to ensure secrecy:-

- Masking of answer books of internal examination
- Multiple set of question papers
- Organisation of Central Assessment Programmes on the campus
- Appointment of outside experts for paper setting and revaluation wherever necessary

1. **Other Reforms include the following :-**

- Daily report of examination
- Better coordination of examination through social media
- Digital bulletin board

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

Answer:

Internal Assessment is an important indicator of quality delivery mechanism of an institution. Frequency and variety in internal assessment play a vital role to ensure credibility of assessment process.

The college is keen in maintaining transparency and robustness in frequency and variety of examinations.

1. **Internal Assessment is transparent and robust in terms of frequency:-**

In order to maintain transparency in terms of frequency, following measures are adopted:-

- Heads of the departments prepare academic calendar of their respective departments.
- Vice principals of respective faculties prepare comprehensive academic calendar for their faculty.
- A consolidated institutional academic calendar is prepared from departmental and faculty inputs.
- The academic calendar consists of details about teaching days, holidays, events, examination and examinations structure.
- The university also communicates the dates of examination and tentative dates of declaration of results.
- The frequency of internal assessment varies from department to department depending upon the type of examination structure. The frequency of internal assessment of various departments is as below:-

Sr.No.	Faculty	Internal assessment Method	Frequency
1.	Commerce	Written Examination	Once a year
		Practical Examination	Once a year
1.	Arts	Written Examination	Once a year
		Oral examination	Once a year
1.	Science	Written Examination	Twice a term
		Practical Examination	Once a year
Sr.No.	Faculty	Internal assessment Method	Frequency
1.	Computer Science	Written Examination	Twice a year
		Practical Examination	Once a year
1.	B.C.A. (Science)	Written Examination	Twice / Semester
		Practical Examination	Once / Semester

	(Semester System)	Other assessment methods	Throughout the year
1.	M.Sc. Chemistry, Physics, Microbiology and Env. Sc. (CBCS)	Internal Tests	Once / Semester
		Other assessment methods	Throughout the year
1.	M.Sc. (Computer Science) & MCA (Science) (CBCS)	Internal Tests	Twice / Semester
		Other assessment methods	Throughout the year
1.	M. Com. (CBCS)	Internal Tests	Twice / Semester
		Other assessment methods	Throughout the year
1.	B.B.A. (CA)	Internal Tests	Once / Semester
		Practical Examination	Once / Semester
		Other assessment methods	Throughout the year
1.	B.B.A.	Internal Tests	Once / Semester
		Other assessment methods	Throughout the year

1. **Internal Assessment is transparent and robust in terms of Variety:-**

The college believes that test of memorization cannot be the sole criterion to evaluate the competence level of a student. Therefore, the college evaluates students through various parameters other than mere written tests. This ensures both overall development of student and a multidimensional evaluation. This is done in following ways:-

1. **B.A. and B. Com.**

Teachers regularly conduct class tests, tutorials and assignments throughout the year. Students also prepare journal, which is a part of internal evaluation.

1. **B.Sc.**

Teachers organize regular internal evaluation through oral, written and practical examinations.

1. **B.C.A. (Science)**

B.C.A. Science is a credit-based course. Teachers adopt following methods for internal assessment:-

- Seminars
- Poster Preparation
- Instrumentation test
- Orals

1. **M.Sc.Programs:-**

Teachers adopt following methods other than regular examinations:-

- Skill Development Evaluation
- Journal Preparation and evaluation
- Project Evaluation
- Multiple Choice Question Test

File Description	Document
Any additional information	View Document

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

Answer:

A College Examination Officer, senior teacher with more than 10 years of experience, takes lead in setting up the system to solve various types of grievances in a time bound fashion.

Formation of "Prevention of unfair means committee": the examination department has an Prevention of unfair means committee. The committee meets regularly to discuss and take necessary actions. The committee is appointed by the CEO under the guidance of the Examination Committee.

Nature of Grevience	Decision Taking Authority	Procedure	Time for Action Taken	ATR
Absence of Junior Supervisor for Junior Supervision	Senior Supervisor & Last Minute Adjustment	1. Explanation for absentee is sought. 2. He is instructed to contact the senior supervisor.	Immediate	1. A warning is given to the junior supervisor. 2. If the junior supervisor repeats the same action, a memo is issued

				3. His supervision terms are rescheduled so that he completes the number of terms in stipulated time.	4. An additional force of 3-5 junior supervisors are made available for smooth conduct of examination.
Submission of Question Paper in time	CEO & faculty Incharge/Vice principal	The paper setter has to submit the paper in stipulated time. He is reminded a day before submission.	One Day	1. The paper setter is given a memo for late submission of manuscripts. 2. A set of three sealed papers is obtained for smooth conduct of exams.	
Grievances from Junior Supervisor about student misbehavior in examination hall	Senior Supervisor	Written complaint is sought from the Junior Supervisor	Immediate	1. Senior and junior supervisor take cognizance of such students. 2. The Internal Squad confirms the facts and warns the students accordingly. 3. In case the behaviour is repeated the student is asked to leave the exam hall and a complaint is lodged against the student.	
Grievance from student about Junior Supervisor	Senior Supervisor and Exam Committee	A student is free to register a complaint depending on his experience. The committee and concerned senior supervisor look into the facts and verify them.	One week	1. If the complaint bears substance, concerned junior supervisor is warned not to repeat the same mistake. 2. If the junior supervisor is not a staffer, his supervision term is discontinued.	

Non teaching staff not reporting to the duty	CEO & Principal	1. The complaint is taken in writing from Junior/Senior supervisor. 2. The concerned staffer has to reply the notice within 3 working days	3 working days	1. If the answer is unsatisfactory he/she is given memo. 2. In case of repeat a strict disciplinary action is taken
Malpractices in paper assessment	CEO & Exam Committee	The complaint by the CEO/Teacher is taken seriously and further procedures are decided	8-10 Days	1. The committee summons the teacher and the individual who has posted the complaint. 2. A fact finding committee is appointed by the Principal 3. In case the complaint is found true a strong disciplinary action against the teacher is taken

File Description	Document
Any additional information	[View Document]()

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

Answer:

Continuous Internal Evaluation is an effective tool to assess the performance of a student and to bring about desired changes by giving due instructions.

The college prepares Academic Calendar to conduct the CIE in an effective and efficient manner. The Academic Calendar is adhered to by giving priority to the CIE

The Academic Calendar is prepared in the month of May, the important events are highlighted in the calendar. A copy of the calendar is attached for reference.

The Academic Calendar is prepared first by respective faculties and then the Vice Principals, Principal, Examination CEO, Administrative officer, IQAC coordinator and heads of Departments meet to finalize the Academic Calendar.

Once approved, the Academic Calendar is meticulously followed and continuously monitored.

The Academic Calendar is displayed on the notice board well in advance. The Academic Calendar is subject to a flexibility to the tune of 5 to 8 % in a year due to some unavoidable reasons. The changes are always communicated to the students well in advance.

The Academic Calendar is prepared after the University declares its Academic Calendar and term dates. The Academic Calendar is prepared as below:-

1. The date of last working day of the term is taken into account. It helps to finalize the date of internal examinations and its duration.
2. This gives an idea about the availability of total teaching duration.
3. The holidays are also counted for a better planning.
4. The time needed for internal assessment is taken into account i.e. For science faculty there are two internals per term.
5. Dates of declaration of results are also determined at the time of finalization of dates for the examinations.
6. Post examination activities scheduled is also prepared. This includes the following :-

- Personal counseling to understand the reasons of failure
- Parents meeting to discuss the problems and further planning. The focus always is on F.Y students (Parents meet is not conducted for the students doing their masters)
- Additional remedial lecture series and an examination to evaluate the progress of the students.
- Display of the results and communication with the concerned parents.

The planning is carefully monitored. Care is taken that teachers do not schedule any event in the prior week for those specific students who are to face internal examination.

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

Answer:

PROGRAMME OUTCOME-B.Com.

1. The program aims to cultivate in students virtues of commerce professionals to effectively contribute to the needs of the society with commitment and integrity.
2. Have fundamental knowledge of Accountancy, Auditing, Taxation, Finance, and provide innovative solutions to problems in business.
3. Develop a thorough understanding of Accounts and Finance, Law, Management functions of an organization.
4. Develop leadership qualities.
5. Collate and integrate business systems.
6. To encourage the students to undertake higher studies and research in commerce and allied disciplines.
7. Be able to communicate their ideas with industry efficiently and effectively.
8. Develop the ability to work at individual level as well as at team level.

9. Be able to integrate latest technology and apply it.
10. Have skills to develop business models and be responsible global citizens who exhibit cross cultural competent behavior, and ethical values.
11. Become proficient in using information technology and accounting tools in decision-making.

PROGRAM OUTCOME- B.Sc.

1. Apply their broad knowledge of science across a range of fields, with in-depth knowledge in at least one area of study, while demonstrating an understanding of the local and global contexts.
2. Articulate the methods of science and explain why current scientific knowledge is both contestable and testable by further inquiry;
3. Apply appropriate methods of research, investigation and design, to solve problems in science, mathematics, technology, biology, including the planning and/or conduct of a significant project, problem or investigation;
4. Recognize the need for information; effectively search for, evaluate, manage and apply that information in support of scientific investigation or scholarly debate;
5. Employ highly developed conceptual, analytical, quantitative and technical skills and are adept with a range of technologies;
6. Articulate the relationship between different science communities of practice, the international scope of science, mathematics etc. the contributions to their development that have been made by people with diverse perspectives, cultures and backgrounds;
7. Evaluate the role of science in addressing current issues facing local and global communities, for example climate change, health and disease, food security, sustainable energy use;
8. Communicate clearly and convincingly about science and technology ideas, practice etc..

PROGRAM OUTCOME- B.A.

1. Demonstrate a detailed knowledge and understanding of selected fields of study in core disciplines in the humanities, social sciences and languages;
2. Demonstrate a general understanding of the concepts and principles of selected areas of study outside core disciplines of the humanities, social sciences and languages;
3. Apply an independent approach to knowledge that uses rigorous methods of inquiry and appropriate theories and methodologies that are applied with intellectual honesty and a respect for ethical values;
4. Articulate the relationship between diverse forms of knowledge and the social, historical and cultural contexts that produced them;
5. Communicate effectively and, in the case of those students undertaking a language major, read, write, listen to and speak another language with fluency and appreciate its cultural context;
6. Work with independence, self-reflection and creativity to meet goals and challenges in the workplace and personal life.

Detailed Program and Program Specific Outcomes are displayed on the college website.

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

Answer:

The students of B.Com are required to appear for a written examination twice a year , First Exam at the conclusion of the First Term which is assessed for 60 marks by the faculty of the college , second exam as an Annual Exam at the end of the Academic Year which is conducted and assessed by the University.

Practical Examination is conducted for specialization subjects and the students are assessed by an External Examiner Appointed by the University and Subject-Teacher for 20 marks each ,on the basis of the practicals allotted by the Faculty during the Academic Year.

The students are required to complete the practicals on minimum 6 topics .

The consolidated result of Practical ,Internal and Annual examinations are prepared and issued by the University on the basis of the following rules

UNIVERSITY RULES FOR PASSING IN SUBJECTS

Subjects with Practical Exam

Practical Exam	Internal Exam	Annual Exam	Total	Grand Total
-1	-2	-3	(2+3)	1+2+3
8 (20)	8 (20)	24 (60)	32	40

Note:

- A student is required to obtain minimum 08 Marks in Practical Exam
- If a student fails in Internal Exam, he/she may compensate the same by obtaining a total (2+3) of 32 to pass the Practical Subject.
- However a student has to obtain minimum 24 Marks in the External Exam to Pass the Practical Subject.

Subjects without Practical Exam Note:

- A student is required to obtain minimum 08 Marks in Internal Exam

- If a student fails in internal exam, he/she may compensate the same by obtaining a total (2+3) of 40 to pass in the Subject.

Follow the example for Clarity:

Internal Exam	External Exam	Total	Result
8	32	40	Pass
06 (F)	34	40	Pass
15	25 (F)	40	**Fail**

- However a student has to obtain minimum 32 Marks in the External Exam to Pass in the Subject.

Allowed to Keep Terms (ATKT)

A student will receive ATKT if he/she fails in One Practical Subject along with Two Theory Subjects.

Admission to T.Y.B.Com

A student is required to Pass in all the subjects of F.Y.B.Com to seek admission to T.Y.B.Com.

The Post Graduate students are assessed on a Choice based Credit System based on a Semester Pattern via Internal and External Examination conducted over a span of 2 years divided into 4 semesters, the evaluation of which is conducted as follows :

Internal Examination: 50 marks assessed in college by conduct of written exam, surprise tests, presentations, Group discussions, Multiple choice questions , Quizzes , Home assignments, Projects.

External Examination: 50 marks written examination assessed by the University

A student of Part – I requires to acquire a Minimum of 16 credits (divided into 4 subjects of 4 credit per subject) out of total 32 credits(divided into 8 subjects of 4 credits per subject), to qualify for admission to Part – II

Similar system is followed by other faculties to ascertain the attainment of PSO and PO

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Answer: 63.13

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Answer: 553

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Answer: 876

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Answer: 3.8

File Description	Document
Database of all currently enrolled students	[View Document](#)

3.Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Answer: 0

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Answer: 26.19

3.1.2.1 Number of teachers recognised as research guides

Answer: 11

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Answer: 1.55

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

Answer: 13

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

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

Answer:

The College recognizes the importance of providing proper exposure to students through an eco-system for innovation which includes incubation center and similar initiatives for creation and transfer of knowledge.

Students get experience by arranging distinct activities. They learn various dimensions of a business by simulation of business activities.

In addition to the above, students develop an insight about entrepreneurship as a career option. It includes acquisition of knowledge of economic aspects and financial literacy.

In order to achieve these objectives, the college, across all the faculties has established 'Laboratory in Entrepreneurial Motivation' (LEM) which aims at following programmes/activities.

- To identify and train potential entrepreneurs.
- To motivate the entrepreneurial instinct.
- To develop necessary knowledge and skills among the students to be a successful entrepreneur.
- To help students in analyzing various options to select the most appropriate product suiting the entrepreneur and the market by making available necessary information in the form of charts, datasheets, biographies of successful entrepreneurs etc.
- To give a clear picture about the process and procedures involved in setting up a small scale Industrial unit or a bigger unit by inviting experts in concerned industries for an interaction.
- To develop and strengthen entrepreneurial quality and motivation by organizing workshops and seminars.
- To impart basic managerial skills and understandings to run the project efficiently and effectively. This will be done by visiting various organizations.
- To analyze the environmental issues to be addressed relating to the proposed project.

- To develop various businesses related skills of marketing, quality management production, distribution and human resource management etc.
- To make the potential entrepreneurs know about the possible risks and failures of the project and make them learn how to overcome these problems.
- To enable the entrepreneurs to communicate clearly and effectively.
- To develop team building, technology up-gradation, growth and above all broad vision about the business.
- To develop a passion for integrity, honesty and industrial discipline.
- To make him learn the basics of Industrial Laws, Factories Act and workers' rights and expectations so that he can easily overcome the legal problems by organizing lectures on related topics.
- Organization of training programmes on 'Preparation of Project Report'. This is done by inviting successful entrepreneurs, angel financers and bank officers etc.

The outcome of the endeavors mentioned above can be elaborated as below:

1. Since majority of the students belong to Gujrati business community, they find the programmes very useful as it adds to their prevailing knowledge of business.
2. Many students are engaged in self-employment whereas few are involved in their startups.
3. The college invites entrepreneur alumni to share their success stories which motivate students.
4. Students have benefitted from the entrepreneurship development programmes organized in association with MCED (Maharashtra Centre for Entrepreneurial Development), Pune.
5. Female students are successfully running tiny enterprises like Beauty parlors, Cookery , Rangoli, Mehendi, Fashion designing, Academic Coaching, Computer Training Institutes
6. The college has sought financial assistance from 'ATAL' incubation scheme of Government of India.

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

Answer: 1

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

Answer:

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

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Answer: No

File Description	Document
Institutional data in prescribed format	View Document

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

Answer: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Answer: 2.67

3.3.3.1 How many Ph.Ds awarded within last five years

Answer: 16

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Answer: 1.1

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
15	8	10	7	3

File Description	Document
List of research papers by title, author, department,	View Document

name and year of publication	

3.3.5 *Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years*

Answer: 4.44

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
32	26	46	49	20

File Description	Document
List books and chapters in edited volumes / books published	View Document

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

Answer:

The neighborhood community belongs to middle and lower income group.They have less awareness towards health, safety, pollution etc. Area around the college is densely populated.

To foster sensitivity about social issues among the students, the college organises various programmes through the National Service Scheme (NSS) and a team of committed faculty members. Following activities are regularly conducted.

Sr. No	Activity	Impact
1.	Road Safety	Awareness has been created regarding traffic problems through rallies.
1.	Anti-tobacco Drive	Awareness about health hazards of consuming tobacco has been created.
1.	Cleanliness Drive	To imbibe the importance of cleanliness for health and hygiene.
1.	Environmental Awareness	Students came to know about various issues associated with environment and how these problems can be effectively addressed.
1.	Anti-Dowry movement	The students performed street play to communicate the ill-effects of dowry and its adverse impact on domestic peace and harmony.

1.	Save Girl Child	Students performed street play to educate the public at large about the importance of a girl child to maintain the healthy sex ratio .The students also created awareness about the laws preventing prenatal sex determination.
1.	Extension activities by NSS	
	1.Blood Donation Camp	The students were made to understand the importance of Blood in time of emergency and its stocking in the Blood Banks.
	2. Health Check-up	These programmes addressed the under- privileged strata of the society to diagnose at an initial stage.
	3. PUC Check-up etc.	This activity is being regularly organised to make the students conscious about the pollution level of the exhaust from their own vehicles.
	4.Water Conversation	On issues like scarcity of water, decreasing water tables, climate changes talks were arranged helping students to realise importance of conversation of water.
	5. Cleanliness Drive 1. Shaniwarwada (Official Residence of Maratha Emperor, the Peshwas) Important Historical Monument of 18th Century.	Since Shaniwarwada is a significant tourist attraction the college frequently undertakes its cleaning drive to maintain its beauty. . Students are also exposed to the concept of dignity of labour, teamwork and event management skill.
8.	Aids awareness Programme	In view of the Red-light area in the vicinity, the college considers it a responsibility to create awareness about AIDS. The college regularly organises rallies, film shows and talks by doctors. These programs are organised in association with NGOs.
1.	Orphanage and Old age homes	The growing number of orphanages and old age homes is a matter of concern for the college. The college undertakes activities such as donation of clothes, counselling, distribution of sweets on certain occasions etc. Such activities inspire students to be a responsible segment of the society and their role in making the inmates cheerful.
1.	Tree plantation in adopted village	Plantation drives in adopted villages are frequently carried out. Department of Botany takes initiative in choosing and maintaining plants with the help of

		students. It creates wakefulness about the importance of ecology sustenance.
1.	Heritage walk	Heritage walk is a pioneering activity that links students with the places of historical importance in and across Pune City. This also creates liking to take up tourist guide as a career.

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

Answer: 1

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

Answer:

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Answer: 54

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
13	13	8	12	8

File Description	Document

| Number of extension and outreach programs conducted with industry,community etc for the last five years | View Document |

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

Answer: 11.92

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
250	280	290	507	244

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

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

Answer: 4

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Answer: 8

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	2	0	0

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

4.Infrastructure and Learning Resources
4.1 Physical Facilities
4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Answer:

The policy of the college is to provide the infrastructure as per the norms prescribed by statutory bodies such as the University ,the University Grants Commission and the Director of Higher Education, Maharashtra State**(शासन निर्णय क्रमांकः एनजीसी 2012/(247/12)/ मशि ४) .**

Various Inquiry Committees appointed by the university visit college and confirm the availability of infrastructure from time to time.

The college further ensures that the infrastructure is upgraded and made available as and when new courses / divisions are introduced. Key features of the infrastructure are as follows:-

- Spacious and sufficient number of Class Rooms to accommodate students in a comfortable manner.
- Well ventilated classrooms to save excessive utilization of electricity.
- Generator back up in case of power failure.
- Class Rooms are equipped with ICT tools such as facility for LCD projector, speakers etc.
- Spacious and well ventilated canteen.
- One conference hall fullyequipped with Air Conditioning facility.
- OneSeminar Hallhaving a seating capacity of 150people
- Meeting room with air-conditioning facility
- Well- stocked Library with necessary digital infrastructure.
- Entire campus is under the vigilance of CCTV
- Spacious Reading Room

- Green and Clean campus
- Girls Common Room
- Computerized and well equipped administrative office.
- Separate office for the IQAC
- Office for the 'Director – Physical Education'.
- Office for the Programme Officer – National Service Scheme (NSS).
- Cubicles for office staff
- Separate offices for Head of the Departments, Vice Principals and Principal.
- Offices for representatives for governing body of the management.
- Computer Labs with adequate number ofcomputers and Internet Facility
- Wi-Fi enabled campus
- Fire Fighting System
- Well for internal water supply
- Competitive examination Centre with adequate facility
- One Laptops
- Fourteen LCD Projectors
- Public Address System with Microphones, cord less microphones and Portable speakers
- Specious Staff rooms.
- Well-equipped laboratories for science facultywith sophisticated equipments.
- Language laboratory with required software.
- Computers with Internet connectivity for the Teachers
- Printers and other ICT equipment for the Teachers
- Xerox Facilities in the Administrative office
- Well-equipped Examination Control Room with internet and photocopying facility.
- Filtered &Purified Drinking Water
- Solar system for internal power generation
- Adequate parking space
- Separate toilet blocks for ladies and gents on each floor.

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

Answer:

The College has a rich and glorious tradition in the field of sports. The infrastructural facilities for sports meet the desired standards. The college provides adequate facilities for indoor and outdoor games, gymnasium and facility for yoga activities.

1. **INDOOR GAMES :**

The facilities provided for indoor games are as follows :

Sr. No	Particulars	No. of Sets	Area	Year of establishment

1	Table Tennis	2 Tables	495 Sq.ft.	
2	Chess	12 Sets	495 Sq.ft.	All the facilities are available since 1984
3	Carom	10 Boards with accessories	495 Sq.ft.	
4	Boxing	4 Sets	495 Sq.ft.	
5	Gymnasium	-	720 Sq.ft	
6	Yoga Center	-	1020 Sq.ft	

1. **OUTDOOR GAMES :**

In view of the intrinsic limitation of space for outdoor games, the college hires the sports ground and other sports facility of Sir Parshurambhau College, Pune, Nehru Stadium for outdoor games and Pune Municipals Corporation's BaburaoSanas Court for badminton.

The facilities include a huge play ground where two cricket matches can be played simultaneously. Other facilities include:-

Details of Sports facilities availed by the college

Sr. No.	Facility	Number
1.	Gymnasium for ladies and gents	02
1.	Football Ground	01
1.	Hockey Ground	01
1.	Soft Ball Ground	01
1.	Cricket Ground	02
1.	Long Jump	01
1.	High Jump	01
1.	Archery Range	01
1.	KhoKho Grounds	05
1.	Kabbadi Grounds	03
1.	Athletics Track	01
1.	Volley ball	02
1.	Basket Ball	02
1.	Table Tennis	03

Sr. No.	Facility	Number
1.	Handball	01
1.	Boxing Ring	01
1.	Tennis	02
1.	Mini Shooting Range	01
1.	Cricket Practice Net	02
1.	Jogging track	--

Gymkhana :

There are separate gymnasia for boys and girls introduced in the year 2004. The equipments available are as below:-

For Boys	For Girls
- Eight Station Multigym, - Adjustable Bench, - Dumb Bells, Twister, - Incline And Decline Bench Press, - Incline Leg Press, - Bar Belt, - Abdominal Board, - Flat Bench Press, - Hyper Extension, - Spine Bikes And - Weight Plates.	- Four Station Multigym, - Twister Hyper Extension, - Cycle, - Walker, - Rubber Dumb Bells, - Rubber Mats And - Multi H. P. Machine.

Training :-

These machines are useful for sports persons and college teachers to work out for fitness. The college has appointed a trainer who looks into the training as well optimal use of machines.

1. **CULTURAL ACTIVITIES :**

Cultural activities like Dandiya, Rangoli, Mehandi, BhondalaCooking, Musical chair etc. are conducted in Shantaben hall which cover the area of 2500 sq.ft. The college also conducts some activities in commerce lab, office and college corridor.

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

Answer: 98.18

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 54

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Answer: 51.82

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
79	71	70	75	50

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource
4.2.1 Library is automated using Integrated Library Management System (ILMS)

Answer:

The college library is equipped with automation facility. Software called 'Vriddhi 2.0' has been used for last five years.

Name of the LMS software:Vriddhi

Nature of Automation: Partially

Version: 2.0

The software serves following purposes:

1. **Handling of learning resources user data.**

2. **Helps in paperless library administration.**
3. **Cost reduction**
4. **Integration of learning resources**
5. **User friendly**
6. **Smooth flow of learning resources data**

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

Answer:

Book Name	Publisher Name	Author Name	Number of Copies	Year of Publishing
Maharashtra KaviCharitra Part-I	DamodarSavalaram&Mandali	AajgaokarJagganathRaghunath	1	1907
A New Approach to Accountancy	Discovery Publishers	Kotalwar, H. R.	1	1989
A New Approach to Accountancy Vol. II	Discovery Publishers	Kotalwar, H. R.	1	1989

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

1. *e-journals*

2. *e-ShodhSindhu*

3. *Shodhganga Membership*

4. *e-books*

5. Databases

Answer: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

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

Answer: 2.54

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
2.16	2.80	3.92	1.42	2.41

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

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

Answer: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Answer: 14.14

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

Answer: 450

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Answer:

LAN facility: Internet facility is provided to all departments through wired connections. Wi-fi facility is available in the principal's office, all departments, NSS, Sports, Audio Visual Hall and Conference Room through college networks. Apart from this, the college has configured wi-fi routers to provide Wi-Fi facility at various places.

All the teachers in the college have computer with internet facility. Teachers are promoted to attend orientation & refresher courses, short term courses related to ICT and teaching skills. Students & teachers are also allowed to use computer available in the computer labs. Students are given the facility of filling on line university examination forms on the computer in computer laboratories. They are guided by the concerned staff members a separate computer terminal is available for students in the library for surfing and referencing purposes.

IT facilities including Wi-Fi :

Sr.No.	IT Facilities	2012-13	2013-14	2014-15	2015-16	2016-17
1.	**Computers**	132	187	190	223	283
	Date of updation	As required	As required	As required	As required	As required
	Nature of updation	Size, Configuration, System	Size, Configuration, System	Size, Configuration, System	Size, Configuration, System	Size, Configuration, System
2.	**LAN**	All Labs	All Labs	All Labs	All Labs	All Labs
	Date of updation	As required	As required	As required	As required	As required
	Nature of updation	NW Cabling	Switches and NW Cabling	Routers, and NW Cabling	Routers, Switches	New Firewall, Routers, Switches and NW Cabling
3.	**Internet Speed**	4Mbps	4Mbps	4 Mbps	8 Mbps	32 Mbps
	Date of updation					
	Nature of updation				Upgrade to 8 Mbps	2 New broadband connections with 10Mbps speed each & existing BSNL upgraded 4 to 8 Mbps.
4.	**Wi-Fi**	-	-	-	Unlimited	Unlimited
	Date of updation					
	Nature of updation					

5.	Lab formation(New)	-	-	-	Computer Lab 4 (34 PCs)	CVL Lab (50 PCs)
	Date of updation					
	Nature of updation					
6.	**LCD Classrooms+Labs**	2+3 CompLab	2+3 CompLab	2+3 CompLab	2+4 CompLab	2+5CompLab+7 OtherLabs = **14**
	Date of updation					
	Nature of updation					

4.3.2 Student - Computer ratio

Answer: 11.18

File Description	Document
Student - Computer ratio	View Document

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

Answer: 20-35 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

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

Answer: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Answer: 49.01

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
79.17	67.52	66.57	72.70	43.25

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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

Answer:

The college has established systems and procedures for maintaining and utilizing physical, academic and sports facilities.

The systems and procedures are displayed on the website of the college. Details of the same are as below:-

1. **General Rules of Discipline**

   1. The college gives utmost priority to discipline. Everyoneis bound to follow these rules and regulations and maintain strict discipline.
   2. Students must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal.
   3. Students are not permitted to use Mobile Phones during academic deliverance.
   4. Listening to Music from any device inside the college campus is prohibited.
   5. No student shall cause any disturbance to the ongoing classes or to fellow students.
   6. Ragging, consuming alcohol and smoking are strictly prohibited on the college campus.
   7. Prior permission of the principal ought to be obtained in writing before organizing any activity or function.
   8. Unauthorized writing on walls, pillars, bath rooms, furniture or black boards is strictly prohibited.
   9. Eating snacks / taking lunch inside the class rooms or along corridors are not permitted.
   10. No association or organization shall be formed, no meeting shall be held, no person will be invited to address the students in the college without the prior written permission of the Principal.
   11. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.

12. Students are advised to switch off fans and lights when they leave the class rooms.
13. Furniture in the class rooms should not be moved or displaced.
14. Students should carry themselves in a professiona attire all the times.
15. No students shall collect money as contribution to picnic, trip, educational visit, get-together, study notes, charity or any other activity without the prior written permission of the Principal.
16. Students must attend Lectures / Tutorials/ Practical regularly. Defaulters may face Disciplinary Action. Minimum 75% attendance per term is necessary as per university regulation.
17. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to write the university examinations.

In case of violation of any of the above cited rules, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the college.

Further details are added in **any aditional information.**

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.Student Support and Progression
5.1 Student Support
5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Answer: 10.41

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
79	149	192	461	440

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

| Any additional information | [View Document](#) |

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

Answer: 12.05

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
123	158	291	496	472

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. *For competitive examinations*

2. *Career counselling*

3. *Soft skill development*

4. *Remedial coaching*

5. *Language lab*

6. *Bridge courses*

7. *Yoga and meditation*

8. *Personal Counselling*

Answer: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Answer: 22.36

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
850	854	755	620	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Answer: 2.95

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
239	191	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

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

Answer: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Answer: 1.15

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
8	9	6	6	2

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Answer: 37.25

5.2.2.1 Number of outgoing students progressing to higher education

Answer: 206

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Answer: 3.68

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	5	7	2

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
126	102	122	105	61

File Description	Document

| Number of students qualifying in state/ national/ international level examinations during the last five years | [View Document](#) |

5.3 Student Participation and Activities

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

Answer: 20

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	5	3	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

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

Answer:

'Students' Council' is a formal body established under section 99 of the Maharashtra Public Universities Act, 2016 (Mah Act No. VI of 2017). The act was passed on Thursday 08-12-2016 with a view to improve quality of higher education.

The purpose of the Students Council is to provide programs, activities and services, which serve the co-curricular, cultural, social, recreational and educational interest of students at the College.

The Student Council contributes to the development of students' leadership skills, program planning and development, volunteering, and fiscal management.

There shall be a College Students' Council for each affiliated college to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life.

It is specifically noted in the act that the Councils shall not engage in political activities. This chartered student council shall be authorized by University to receive and dispense students' activity fee funds.

The College Students' Council of the college consist of :-

1. President, elected by an electoral college consisting of students who are engaged in full time studies in that college;
2. Secretary, elected by an electoral college consisting of students who are engaged in full time studies in that college;
3. One lady representative,
4. One representative belonging to Scheduled Castes or Scheduled Tribes
5. One student from each class,
6. One student each from (i) National Service Scheme (NSS-R), (ii) National Cadet Corps (NCC-R), (iii) Sports (S-R) and (iv) Cultural Activities (CA-R)
7. One senior teacher as coordinator of the Students' Council appointed by the principal of the college,
8. Director, Sports and Physical Education,

The activities carried out by the student's council in last five years are as follows:-

1. Organisation of blood donation camps in association with hospitals and blood banks.
2. Organisation of rallies and street plays on various issues of social significance such as :-
    1. Anti-dowry
    2. Traffic safety and awareness
    3. Clean India movement
    4. De addiction
3. Organisation of annual gathering
4. Celebration of birth and death anniversaries of eminent personalities
5. Prevention of ragging in the campus through counseling senior students.
6. Helping the administration in smooth conduct of student activities on the campus.
7. Organization the programs in the campus to improve the cleanliness.
8. Collection of aid for drought/ earthquake victims.
9. Assisting in sports and cultural activities.
10. Participation in extracurricular activities
11. Participation in organisation of National Service Scheme activities including special winter camp.
12. Organisation of industrial visits and excursions.
13. Working as a liaison between the college and the students.
14. Organisation of alumni meet and parent's meet.
15. Helping the Local Managing Committee/ College Development Committee to prepare perspective plan of the college.
16. Helping the IQAC to obtain feedback of stakeholders on various issues.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Answer: 26

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
29	40	27	16	18

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

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

Answer:

The College has functional Alumni Association with following Objectives:

- The incorporate their interactions with the present students through Lectures and events.
- To incorporate active Association with the College.
- To provide the Channel for their feedbacks
- To share their experiences and experties with the present students.
- The most of the departments conducts the alumni meets independently in a small groups to make one to one interactions with present students and staff and among themselves. The College as a whole conduct alumni meet of all faculties together.

During the last five years, alumni contributed to the academic and non-academic enrichment of the institute through following programs.

1. As a resource of academic and career guidance
2. Organizing workshops for the present students.
3. Delivering and organizing Lectures and Lecture series.
4. Interactions with present students.

- Lectures by: Mr. Santosh Navale   01/02/2014

Ms. Inderdeep Nanda 27/08/2013

Mr. Deep Gandhi28/08/2013

- Workshops on Organ Donation Camp: 06/08/2013
- Lecture series: By: Mr. Piyush Shah   28/01/2015 to 31/01/2015
- Lecture by: Ms. Shalaka Karandikar   18/09/2015
- Interactions of Alumni with present students.
  - Microbiology department   12/09/2015

- B.B.A. department   26/03/2016
- Commerce Faculty   06/04/2016
- Physics Department   03/06/2016
- Arts, Commerce and Science   12/02/2017

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Answer: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

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

Answer: 12

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
2	7	1	2	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)

6.Governance, Leadership and Management
6.1 Institutional Vision and Leadership
6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Answer:

Our governance body is so reflective and the prime focus is on the vision and mission of the institute. Vision of the college is as below:-

'To create a centre of academic excellence in the field of higher education and for the development of the right skills oriented towards self-improvement, self-employment and life'

The College intends to serves the nation and the world by regulating talented, educated and socially aware professionals.

The following strategic characteristics and aspirations enable the College to realize its vision:

- Introduction of new courses that help students to transform themselves into professionals
- Inculcation of right skills through curricular and extracurricular activities
- Self-improvement through personal and professional expertise
- Inculcation of ability of self-employment through excellence
- Leadership and service to meet society needs.
- Up skilling of students for a better future and have a cutting edge advantage
- To provide a sound academic base for overall personality development

The Governing body designs and executes Short-term, Long-term plans integrating departmental plans, findings of SWOT analysis and other recommendations from the stake holders.

The policy and planning are carried out according to consultation with stakeholders. The governing body, with the help of the department wise committees formulates quality policy and integrates the same in the strategic plan.

Formulation of action plans and defining the policy objectives attempts to address the issues of systematic change to provide quality education.

All the systems work together as a team aiming to be instruments of organizational change. The Departments fosters a healthy competitive atmosphere among themselves and each one strives to accomplish excellence in their standards.

Participation of teachers in decision-making bodies:-

- **Teachers and College Development Committee :-**

Teacher representatives are elected on College Development Committee (CDC). These teachers take various decisions about the strategies to be implemented in future. The College Development Committee (CDC) is active and takes into account the suggestions made by the stakeholders. Teachers are consulted before arriving at a decision.

- **Academic Planning :-**

The teachers enjoy the autonomy to carry out academic planning as per their experience and expertise. Teachers need to submit the academic planning at the commencement of academic year. The planning is scrutinised by the concerned and necessary permissions are granted by the heads and vice principals.

- **Committees :-**

The college has several statutory and non-statutory committees ranging from Academic planning to alumni association. Teachers work as convener as well as members on these committees. The opinions and suggestions are taken into account before finalising any decision. The college thus makes optimum utilisation of the skills and expertise of teachers.

- **Institutional Planning :-**

The teachers are considered a part of the decision making process when it comes to planning. Irrespective of nature of planning , teachers are requested to provide their suggestions and inputs. The inputs are taken into account before the final draft is prepared. The suggestions have found to have been immensely useful.

*****

6.1.2 The institution practices decentralization and participative management

Answer:

1. **Practice of decentralization and participative management:-**

The college strongly believes that decentralization and participative management brings desired results in academic, administrative and other activities.

1. **Case Study :-**

The college organises national and international conferences every year on various topics. The organisation of these conferences is a classic example of decentralization and participative management.

The role of decentralization and participative management can be elaborated as below:-

1. **Preparatory Part :-**

- The governing body of the college decides the theme to be conference at the beginning of the academic year in consultation with the College Development Committee (Formerly Local Management Committee).
- The concerned department is advised to prepare a proposal for organisation of the conference. The proposal is forwarded to the University for financial assistance.

1. **Implementation Part:-**

- After the approval, a meeting of the staff members to allot responsibilities to carry out conference related tasks.
- Along with the responsibilities, adequate powers are also vested to the members to accomplish their task in an efficient manner.
- Adequate care is taken to ensure that all members of teaching and non-teaching staff are involved on the process.
- The allocation of work is done by forming various committees. Duties and responsibilities of each member are clearly specified. This can be explained with the help of following table:-

Sr. No.	Committee	•
1.	Invitation	Invitation to resource persons and participants
1.	Registration	Registration of participants
1.	•	Procurement of materials for conference
1.	Editorial board	Editing of papers and publication of proceeding book
1.	Accounts and finance	Preparation of accounts
1.	○	Arrangement of vehicles
1.	Documentation	Preparing documents for conference

- The entire plan is presented before teaching and non-teaching staff and their opinions are sought on the following points:-

- Division of work
- Allocation of responsibilities
- Accountability structure
- Reporting system

- **The plan is divided into small achievable portions. Teachers and non-teaching staff members have the liberty to choose the portion of work of their choice.**

- They further enjoy the autonomy to choose their team and team leaders to complete the task.

- The authorities and responsibilities are judiciously allocated among the members. This is done by issuing detailed letters.

- Every member in the team reports to the team leader and the team leaders jointly and severally report to their immediate authorities.

- Optimal use of technology ensures swift and effective communication among members and other stakeholders.

- On successful completion of the task, a comprehensive review is obtained to evaluate the performance level.

Effects of decentralization:-

The practice of delegation and decentralization benefits the college in following manner.

1. Teachers and non-teaching staff members get an exposure to understand functioning of the college in a holistic manner.
2. The system of decentralization and delegation gives vent to their hidden qualities resulting into enhanced deliverance of performance.
3. They experience an elevated confidence level.
4. Their institutional integrity substantially improves as they feel proud to be part of the decision making process.
5. Eventually, motivated employees give boost to the institutional image and goodwill.

6.2 Strategy Development and Deployment
6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Answer:

The college has set up a strategic plan for its overall development. The plan helps college to work in a specific direction and achieve the goals in a systematic manner.

The strategic plan takes into account recent trends in industry and market, technological changes and social, political and cultural advancements.

1. **The strategic plan of the college during the period 2015-20 is as below:-**

- **Making higher education entrepreneurship oriented:-**

The college intends to see the students as 'job givers' rather than 'job seekers'. For this, the college plans to focus on entrepreneurship development activities. This is planned to be done through establishment of 'Incubation Cell'.

- **Better Infrastructure facilities:-**

Infrastructure facilities play a vital role in making the teaching and learning process more meaningful and joyous. The college plans to provide state of the art physical as well as digital infrastructure to the students.

- **Value added courses :-**

Value added courses substantially add to the skill set inventory of students. The college plans to introduce value added courses across all faculties.

- **Research Orientation:-**

In view of the significance of research in higher education, the college plans to start doctoral level research centers across various faculties.

1. **Successful implementation of strategic plan :-**

The college has successfully carried out value added courses across various faculties. These courses have proved to be of immense use to impart practical knowledge and skill among the students.

The governing body provided the funds to run the courses. details of the courses are as below:-

Sr. No.	Department	Value added Course	•
1.	Commerce	Tally ERP 9	To impart business accounting skills.
1.	Zoology	Ornithology	To impart birds watching skill
1.	•	Communication	To impart basic and advanced

		Skills	communication skills
1.	Microbiology	Scientific skill development	To impart basic scientific skills for knowledge acquisition and enhancement
1.	English	English grammar	To enhance application of grammar skills and vocabulary building

File Description	Document
Link for Additional Information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

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

Answer:

The Governing Body of the college is '*The Poona Gujarati Kelawani Mandal"* which is the apex body.

1. CDC (College Development Committee) is appointed to take various decisions regarding the developmental pans.
2. Principal – ensure effective and efficient co-ordination & control between the academic and administrative functions and regular follow-up is maintained.
3. Vic-Principals - assists the Principal in discharging administrative duties smoothly. & monitoring day to day college & office activity.
4. Head of Departments – ensure academic & administrative plans communicated to them by the principal are implemented in a systematic manner.
5. Office superintendent – ensure the smooth function of office activity. The Head Clerk, Senior Clerk and junior clerks, assists him.
6. Committees – The college has following academic and administrative committees:-

- Admission Committee
- Magazine Committee

- Sports Committee
- NSS Committee.

- Science Association
- Commerce Association

- Soft Skills Development Cell
- Grievance redressal Cell.

- Professional Skills Development
- Purchase Committee
- Anti-ragging Committee
- Women empowerment Cell
- Examination
- Discipline Committee
- Earn & Learn Committee
- Students Council

Organogram of H.V. Desai College

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. *Planning and Development*
2. *Administration*
3. *Finance and Accounts*

4. Student Admission and Support

5. Examination

Answer: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

Answer:

The college has several committees, which help the administration to implement the policies laid down by the mission and vision statement.

The college organises various programmes for overall development of students. One of such programmes is 'Soft Skill Development'.

The College organizes various activities for soft skill development. In order to streamline these activities, the college has instituted a 'Soft Skills Development Cell'.

The cell plans the activities to be conducted in advance by convening a meeting of the cell. The meeting is held at the beginning of the academic year. Teachers across all the faculties are a part of this cell. The cell functions in following way:-

- Concerned teachers list out the activities to be conducted in their respective departments. The list is submitted to the convener of the committee.
- The list is scrutinized and discussed at length.
- Resource persons for various activities are decided.
- Every department is sanctioned a budget for the activities.
- All these things are documented as a part of the minutes of the meeting.
- The teachers implement activities as per the plan.
- A detailed report of the activities is submitted to the convener at the end of the academic year.

Following activities are conducted by the 'Soft Skill Development Cell':-

1. Organisation of expert lectures on Communication skills, motivation, creativity, positive attitude, work life balance, interpersonal relations etc.
2. Organization of treks makes the students aware about importance of protection of environment, physical fitness and importance of team work.
3. Students are motivated to participate in organization of seminar / workshops etc. Students learn organization and management skills, time management, leadership, importance of cooperation etc. through these activities.
4. The College organizes visits and excursions. This helps to enhance the practical knowledge of the students associated with the communication skills.
5. Students are asked to collect information about the functioning of industries and business houses as a part of the curriculum. This also helps develop communication skills.
6. Mock interview and cv writing sessions are organised to develop interview skills, writing skills etc.
7. Department of Political Science organizes *'Mock Parliament'*. It introduces students to many skills these are required to make a good personality.
8. Teachers motivate students to present seminars on various topics in the classroom.
9. The College celebrates birth and death anniversaries of legendary personalities. Students are encouraged to deliver talk on these occasions. This motivates students to improve their vocabulary and oratory.
10. Workshops on 'Written Communication Skills' help students to learn writing and presenting skills.
11. Department of English organises sessions of 'Grammar and vocabulary building'

*****

6.3 Faculty Empowerment Strategies
6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Answer:

The College initiates various measures for the welfare of teaching and non-teaching staff members.

These measures have proved to of immense use as they encourage the teaching and non-teaching staff to perform their best. Some of the staff welfare measures are as below:-

1. **Teaching Staff:-**

1. Soft Skill Development Committee conducts training classes for teachers which help in improving the teaching methods and overall communication skills.

2. The College has an active and efficient UGC Cell which assists the faculty members to apply for research projects, seminars, workshop etc.
3. The college regularly deputes teachers to participate in refresher and orientation courses to keep themselves updated.
4. The Management provides financial assistance for the conduct of Seminars, Workshop etc.
5. The management provides financial assistance for travelling to teachers who wish to go abroad to participate in seminars / conferences.
6. Financial assistance is also given to teachers for presenting papers in seminars and workshops.
7. The department of microbiology regularly carries out health checkup for teaching and non-teaching staff.
8. The College promotes participation of the faculty members in the Faculty Development Programme organized by the Academic Staff College, Savitribai Phule Pune University.
9. Various leaves are granted as per policy.

B. Non Teaching Staff:-

1. Rebate in college fees is provided to the wards of non-teaching staff members.
2. Training is given to non-teaching staff about the use of ICT Infrastructure.
3. Staff members pursuing higher education can use library facility and computers.
4. Interest free festival advance is granted on request.
5. Annual increments are given as per policy.
6. Preference is given to the wards of non-teaching staff members if they found suitable for a post while new recruitment.
7. Casual leaves are given as per policy.
8. If a staff takes leaves due to examinations, necessary alternate arrangements are made accordingly.
9. In case of accident or any other similar incidence, the college provides financial assistance to such employees.

*****

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

Answer: 15.96

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
14	14	5	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

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

Answer: 0.4

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	01	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Answer: 7.69

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0	6	3	5	1

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

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

Answer:

The college has an effective performance appraisal system that ensures delivery of optimum performance by the members of teaching and non teaching staff.

The system functions as below:-

- Teachers need to submit self appraisal reports at the end of the academic year. The reports are scrutinized by the Principal and necessary suggestions are made to the concerned teachers for improvements.
- Students also evaluate performance of teachers through feedback forms. The responses are analysed by the committee. A detailed report is forwarded to the Principal and necessary suggestions are made to the concerned teacher.
- IQAC monitors performance of teachers through the academic audit which is carried out at the end of every month. Teachers need to submit their academic contributions through a report at the time of academic audit.
- Teachers are issued diaries to record the activities carried out by them on daily basis. The heads of the department regularly check the diaries and make necessary suggestions for improvement in performance.
- Diaries are also issued to the members of non-teaching staff. The Office Superintendent regularly checks the diaries and makes appropriate suggestions for betterment of performance.
- The college has maintained a 'Suggestion Box', where students can register their complaints and suggestions. This box is opened every week and the suggestions of the students are taken into account.
- Feedback is also obtained from parents at the time of parent's meet. The feedback and suggestions are communicated to the teachers and non teaching staff members for improvement.
- The college has maintained a 'Visitors Book' wherein the feedback of external resource persons, experts etc. is obtained for quality enhancement.

*****

6.4 Financial Management and Resource Mobilization
6.4.1 Institution conducts internal and external financial audits regularly

Answer:

The college regularly conducts internal and external audits. This ensures optimum utilization of financial resources. The college has a well-established system for incurring expenditure under various heads. The system functions as below:-

- Teachers / Non-teaching staff members submit their requirement to the concerned Heads of the department.
- Head of the departments approves the same and forward it to the vice principals.
- Vice principals' makes specific recommendations and forward the requisition to the principal.
- The requisition is sanctioned and forwarded to the purchase committee by the Principal.
- Standard procedure is adopted by Purchase Committee at college level. The procedure consists of following steps:- .
  - Invitation of tenders / quotations from various suppliers.
  - Evaluation of quotations on predefined parameters.
  - Preparation of Comparative statement.
  - Each supplier is called for discussion regarding terms & conditions.
  - Placing of order.
  - Ensuring that the purchases are made at the most competitive price.

Details of financial audits for last five years :-

Sr. No.	Type of Audit	Year of Audit	Date of Audit
1.	External Audit	2012-13	29.07.2013
1.	External Audit	2013-14	30.07.2014
1.	External Audit	2014-15	02.09.2015
1.	External Audit	2015-16	16.08.2016
1.	External Audit	2016-17	08.08.2017

Mechanism for settling audit objections:-

In case the auditors require any further clarification about any aspect of the accounts, he sends the 'Clarification Note' to the Principal. The note is sent to the accountant and necessary explanation is forwarded to the auditor through the Principal.

******

File Description	Document
Any additional information	View Document

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

Answer: 0

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

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

Answer:

The college strives for optimized resource mobilization as the aided section of the college receives only salary grants from the state government.

The college has to incur many expenses over and above the salary expenditure. These expenses include-

- Water and electricity
- Security
- Maintenance of infrastructure
- Local hospitality of guests
- Curricular and extra-curricular activities

In order to provide for funding for above activities, the college mobilizes funds in the following ways:-

- Conduct of competitive examinations of state and central government like MPSC, UPSC, NET, SET etc.
- Letting out of college auditorium on holidays for various social programs.
- Charging moderate amount of fees for issue of various certificates to the students such as bonafide certificate, verification of students credentials by the placement agencies etc.
- Outside students, on payment of moderate charges can use equipment in the science laboratories.
- Microbiology department carries out water testing for outside institutions on paid basis.

Resource Mobilization Policy :-

The college has following resource mobilization policy :-

1. Available financial resources are fully utilised to achieve the objectives of the College.
2. Proper accountability for all funds received and expended by the college is ensured.
3. Accurate reporting to meet government requirements for accreditation and funding is ensured.
4. The yearly budget reflects the academic, extension and administrative needs of the college and priorities identified in the College Annual Action Plan as published in the Handbook.
5. The college facilities and resources are maintained and/or upgraded to provide the best service to its stakeholders.
6. The Principal prepares Annual Budget for utilization of financial recourses and presentation of budget to the Management.
7. Financial reports allow for comparison of actual financial results with budget.

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

Answer:

The IQAC noted that the teachers face two significant problems regarding the processing of academic and ancillary activities carried out by them. These problems are as below:-

1. Recording of the curricular, co- curricular and extra-curricular activities
2. Documentation of these activities

 The IQAC has introduced two innovative systems to resolve the issues.

1. **Teachers Diary:-**

The IQAC has devised a Teachers diary. The diary is a handbook of activities. Usually, teachers' diary contains information about conduct of lectures and practicals.

The diary devised by the IQAC contains following information:-

1. Academic Planning (Teaching Plan)
2. Adoption of Various Methods of teaching
3. Result analysis
4. Details of Guest lectures
5. Use of Audio Video Equipment
6. Conduct of Tests
7. Evaluation / Assessment
8. Remedial Teaching

1. Undertaking of Major/ Minor Research Project
2. Participation in Seminars/ Workshops etc.
    1. Publication of Research Papers / Articles in Reputed Journals
    2. National and International Conferences

9. Organizations of visits, Tours & Excursions
10. Individual Counseling to students
11. Conduct of Surveys related to academics

3. Involvement of students in various research related activities
4. N.S.S.
5. Cultural Activities
6. Academic Competitions
7. Social Service
8. Alumni Association

The comprehensive nature of the diary allows a teacher to record all the activities in one book. The information is to be filled in a tabular form. This makes the process easy and user friendly. The diary has multiple uses.

1. University research proposals
2. UGC
3. Government
4. Funding agencies
5. College magazine
6. Proposals for awards
7. Self-appraisal forms
8. Governing body
9. Annual report of the college

The diary is reviewed and approved of by the IQAC coordinator at the end of each month as a part of the academic audit.

1. **Digital Documentation:-**

The IQAC noticed that it is difficult to retain all activity related documents for a longer period. In addition, producing these documents whenever required is also a challenging task.

In order to resolve these problems, the IQAC has come up with the concept of 'Digitized Documentation'

The college has designated a teacher as 'Custodian, Digital Documents Repository' (CDDR). The CDDR is assigned following responsibilities:-

1. After every activity / programme, the coordinator contacts the CDDR with the hard copies of the documents complete in all respects.
2. The CDDR scans the documents in a pdf file and returns the original set of documents to the coordinator for his record. The CDDR, then forwards the copy of the digitized document to the following authorities for their perusal:-

1. IQAC Coordinator
2. Office of the Principal
3. Concerned Head of the department

4. Concerned Vice Principal
5. Magazine committee Incharge

The digitization of documents has following benefits:-

1. Quick availability of documents
2. Real time supply of data whenever needed
3. No space is required to store documents at the IQAC office
4. Coordinator is never asked to furnish the Information again.
5. Saves time, money and energy of physical filing to a considerable extent.

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File Description	Document
Any additional information	View Document

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

Answer:

The IQAC of the college periodically reviews its teaching learning process, structures and methodologies of operations.

The IQAC of the college plays a crucial role in making the teaching learning process student oriented. It also ensures that the teaching process is carried out as per the teaching plans and teachers use varied methods to impart the curriculum in the best possible manner.

In order to bring professional approach in evaluation of the academic activities, the IQAC has adopted following methodologies:-

1. Teacher Planner
2. Academic Audit

PART - A

Teacher Planner :-

The IQAC observed that the teachers can perform better under a properly planned academic system.

Planning of activities helps teachers to organise their schedules in a systematic manner.

In order to assist teachers in the planning process, the IQAC has devised a two-tier system. The system functions as below:-

1. The IQAC has divided all academic activities into three parts i.e. Teaching, Research and Extension.

2. Teachers need to choose the activities of their interest.
3. They also need to maintain a balance among all three segments.
4. Teachers also propose a date for the activity chosen by them.
5. After the activities are selected by the teachers, the IQAC provide them with necessary set of activities. Format of the planner is as below:-

Advantage of the planner:-

1. Teachers know the activities to be conducted in advance.
2. They can plan their syllabus in a more systematic manner.
3. The authorities make sure that all activities are carried out by the teachers in the department and no important activity is skipped.

This planner is followed by a detailed scheduler, where the teacher has to give details of the activities that he / she proposes to implement in a particular academic year. Format of the scheduler is as below:-

Benefit of the Planner :-

1. Teachers get a clear idea about the activity.
2. The Vice Principals and Heads of the Departments can prepare department activity planner based on the above documents.
3. It is useful for college administration to make financial provision in advance.
4. The planner helps the IQAC coordinator to know the gaps in implementation of the activities if any.

*****

Part – B

Academic Audit

In order to exercise effective control on various activities, the IQAC has introduced 'Academic Audit'. A teacher has to submit 'Academic Audit Report' to the IQAC coordinator at the end of every month. The report consists of following information:-

- Details regarding attendance of student
- Completion status of teachers diary
- Teaching Plan completion status
- Details of activities conducted during the month
- Remedial teaching program

Benefits of the Academic Audit Report:-

1. Teachers can track the activities conducted by them every month.
2. Any backlog of activities is easily understood.
3. Record is updated at the end of every month .
4. The IQAC coordinator can compare the actual performance of a teacher with the planned one and can suggest measures if necessary.
5. The Academic Audit report helps the authorities to evaluate the performance of a teacher on various parameters.

File Description	Document
Any additional information	View Document

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

Answer: 1.2

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

Answer:

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements*

2. *Academic Administrative Audit (AAA) and initiation of follow up action*

3. *Participation in NIRF*

4. *ISO Certification*

5. *NBA or any other quality audit*

Answer: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle)

Post accreditation quality initiatives (second and subsequent cycles)

Answer:

Quality Enhancement Initiatives

1. **Software for recording Academic Activities:-**

The IQAC has designed software to record the activities carried out by the teachers. The teacher has to submit necessary documents to the IQAC after the activity is conducted. The details are entered in the software. The software then generates various useful reports.

1. **Teacher's Diary:-**

Introduction of Teacher's diary is one of the most important initiatives of the IQAC. Conventionally, a teacher's diary allows a teacher to record details of the lectures and practicals engaged by him / her only.

The teachers diary designed by the IQAC of the college allows a teachers to record various kinds of activities carried out by him/ her. These activities are expected to be recorded along with all necessary details.

The diary serves as 'Academic Performance Indicator' of the teacher. It also helps teachers to organise the activities conducted by them in a more systematic manner. It also gives an idea about the areas, which are not acted upon by the individual teacher.

1. **Activity Kit:-**

Activity kit is also one of the innovative initiatives of the IQAC. The IQAC observed that it is challenging for a teacher to prepare and maintain a particular set of documents while conduct an activity. Also while organizing an activity, few important tasks can be missed out.

In order to avoid such type of problems, the IQAC has devised an 'Activity Kit'. It is a set of blank documents in the form of templates.

Whenever a teacher intends to conduct an activity, a set of activity kit is handed over to him.

The 'Activity Kit' has following advantages:-

- Checklist makes sure that no important task is missed out
- Significant savings in terms of time and energy as all the documents are available in hard and soft form.

- Standardized format of documents helps the IQAC to sort and preserve the documents systematically.

1. **Evaluation of teachers by the external Experts:-**

In order to ensure effective curriculum delivery by the teachers, the IQAC invites senior and experienced teachers from other colleges to evaluate classroom performance of teachers. Based on the report of the evaluator, the principal guides concerned teachers on performance enhancement.

1. **Stakeholders feedback :-**

The IQAC believes that feedback of various stakeholders is very important as it gives the college an opportunity to improve the quality of various activities. The IQAC obtains feedback of following stakeholders on select parameters:-

- Employer
- Alumni
- Parents

The responses received through feedback forms are analyzed and a report is prepared. The administration analyses the report and initiates necessary changes in the teaching methodology.

1. **Teacher's Training Programme:-**

The IQAC regularly organises teachers training programme as a part of quality enhancement initiative. The training programme aims at the following:-

- Effective curriculum delivery
- Preparation of notes
- Use of teaching aids
- Use of Technology in teaching learning process
- Professional approach at workplace

File Description	Document
Any additional information	[View Document](#)

7.Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Answer: 9

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0	3	1	3	2

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

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

1. Safety and Security

2. Counselling

3. Common Room

Answer:

Gender Positive Initiatives are prioritised by the college. It facilitates female students' development and empowerment. The college has an active 'Women Empowerment Cell'.

The Women Empowerment Cell organizes workshops on issues such as domestic violence, eve-teasing, women participation in politics, Women empowerment in the era of globalization and pre-marital counselling.

The cell organized various seminars on :-

1. Awareness About Women Related Laws
2. Women's Right
3. Women Safety Technology
4. Let Her Bloom - Let Her Flourish
5. Work - Life Balance
6. Youth Education
7. Yoga, Concentration, and Fitness

The cell also organized a Street play on Say No to female feticide to educate the society at large about the growing menace of female feticide.

The cell has also undertaken Gender Audit to know responses of female students about overall environment of the college by administering a questionnaire.

The questionnaire consisted of the areas such as safety, security, hygiene, cleanliness, counselling facilities etc.

The cell organises lectures on :-

1. **Domestic Violence Act**

The lecture addressed legal provisions of the act covering why , where and how to avail the legal machinery for self-protection.

1. **Diet and Nutrition**

The lecture consisted of aspects like overcoming anaemia through nutrition, significance of square tiffin.

1. **Health issues among adolescence**

The lecture comprised of issues like anaemia, poor eyesight, over and underweight, dental problems, gynaecological disorders etc.

a) Safety and Social Security

- The college ensures secure environment in the classrooms, laboratories, library, parking areas and corridors by well-lit campus and continuously monitored CCTV system.
- The college displays contact numbers of members of discipline committee, internal complaints committee and anti-ragging committee and police constable of the related area in case of emergency.
- The college has 'Internal Complaints Committee' which looks after the issues associated with sexual harassment. The committee consists of senior faculty members and legal adviser.
- As a part of social security initiative; the college provides financial assistance to female students through various scholarships.
- Female students are preferred under 'Earn and Learn Scheme' by the college. The financial assistance helps female students to be self-reliant. The scheme has helped several students to go for higher studies.

b) Counseling

- College provides counselling to female students on various personal, professional, social and family issues through a professional counsellor. Members of Women Empowerment Cell also play a vital role in the counselling process.

c) Common Room

- Ladies Common Room has been especially designed to provide clean water, dress up facility, eating corner and rest room facility ensures adequate space to female students utilize this facility even for their study purposes. The activities of the room are monitored by female teachers and it works as a platform of informal interaction among students and teachers.

*****

7.1.3 Alternate Energy initiatives such as:

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

Answer: 23.33

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

Answer: 28000
7.1.3.2 Total annual power requirement (in KWH)

Answer: 120000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Answer: 100

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

Answer: 38000
7.1.4.2 Annual lighting power requirement (in KWH)

Answer: 38000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Answer:

The college initiates various measures to deal with solid, liquid and e-waste Following policy is adopted for waste management:-

1. Collection of waste
2. Classification of the waste
3. Processing
4. Disposal

1. **Collection :-**

Various wastes are collected from canteen, laboratories, classrooms and campus. It is done by external agencies trained to deal withwastes.

1. **Classification:-**

The waste collected is classified depending upon its nature and category. This helps the college to process it in an effective manner.

1. **Processing :-**

Each type of waste is processed separately. Major aspects of processing the waste are as follows:-

Solid Waste :-

The college has installed Biogas plant to process the waste generated by the canteen and laboratories. This plant **fulfills 6.25% of total gas requirement of the college.** The gas produced is used in microbiology laboratory.

Vermiculture project:-

The college has Vermiculture project that treats wastes like raw vegetable waste, leafy vegetable matter and stale flowers. The compost generated by the plant is used as manure. The college also gets concession in payment of property tax.

Liquid Waste:-

The chemicals generated by various laboratories are chemically neutralized and filtered prior to disposal. Expired chemicals are dealt with extreme care.

E-waste :-

The e- waste contains the material discarded by computer laboratories which is processed by Uniqom solutions services.

*****

7.1.6 Rain water harvesting structures and utilization in the campus

Answer:

In view of the scarcity of water during summer, the college has adopted rain water harvesting system. The system is eco-friendly and cost effective as well. The college has a well on campus in the basement having 12ft. diameter and   40ft.depth.

- The water that falls in the quadrangle and other open spaces is guided to a rain water drain system which in turn is guided into the well.

- The water which falls on the terrace is guided towards the well through a series of closed pipes.
- This ensures adequacy of water into the well.
- It increases the ground water level in the surrounding area.
- The water from the well is used in the washrooms. This decreases the reliance of college on water provided by the Municipal Corporation. The water is clean and safe to use.
- This system also ensures that the basement doesn't get flooded during heavy rains as all the water is guided towards this well.
- Timely cleaning of the well is done to keep the water fresh and clean.
- A net protects the well from any large debris.

*****

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

Answer:

The college is instrumental in increasing Environmental Awareness among students and the staff. Following are few initiatives towards green practices:-

1. To reduce the vehicular pollution and carbon impact, college practices 'No-Vehicle Day' on every fourth Saturday. Staff and students are encouraged to use public transport and bicycles..
2. 'PUC Check-up Camps' are organized in the college.
3. "Plastic free campaign" efforts reduce the use of plastic.
4. Volunteers of 'Green Steps' (An organisation advocating green initiatives) work towards a plastic free campus.
5. College has adopted a policy of 'paperless office.
6. The College has reduced carbon through 'Tree plantation' which is carried out in areas suggested by the department of forests.
7. The students of Department of Botany and Environmental Science collected seeds of Local and Endemic Species which are cultivated and sustain in the botanical garden during their field visits. The various ornamental and flowering plants used for decorating college campus are cultivated in College botanical garden.
8. The plants cultivated in botanical garden are used for felicitation of Guest during various programs organized by the College. Students and staff also take part in planting trees on the hill slope in collaboration with the 'Green Hills' organization.

-

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

Answer: 0.08

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0.03	.095	0.25	0.15112	0.03

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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

1. *Physical facilities*
2. *Provision for lift*

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

Answer: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years
Answer: 23

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	5	2	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

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

Answer: 23

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	5	2	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Answer: No

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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

Answer: No

File Description	Document
Provide URL of website that displays core values	View Document

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

Answer: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

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

Answer: No

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

Answer: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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

Answer: 38

File Description	Document

| List of activities conducted for promotion of universal values | [View Document](#) |

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

Answer:

The college organises national festivals and death / birth anniversaries of great Indian personalities in the following manner:-

- Such type of activity is decided at the commencement of the academic year
- A committee is formed to celebrate such type of events.
- The committee assigns the work of celebrations among the teachers
- Concerned teacher decides the activity to be carried out for such event. This includes:-
    - Lecture by an expert in the area
    - Rally
    - Street play
    - Essay competition
    - Elocution competition
- The activity is duly documented and the report is submitted to the Principal and the IQAC.

*****

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

Answer:

YES. The college believes in the concept of trusteeship and ensures that all financial, academic, administrative and auxiliary functions are in open domain. To achieve these objectives, the college observes following practices:

1. **Financial :**

1. 'No Cash Accepted Policy': Fees and other charges irrespective of its nature and amount are deposited into bank. The college has 'Point of Sale' (POS) machines for acceptance of fees.
2. 'Quotations': Quotations are invited for every purchase.
3. 'Audit': Internal and External audit is regularly carried out.
4. 'Purchase Committee': All purchases are made only after the approval of the purchase committee.

1. **Academic:**
    1. 'Evaluation': Mode of evaluation is communicated to students in advance.
    2. 'Photocopy of Answer books': Students can avail photocopies of answer books on request.

3. 'Display of Marks': Marks of all internal, practical and oral examinations are displayed.
2. **Administrative:**
    1. 'Display of Responsibility': The responsibility of each member of office staff is well defined and displayed on notice board.
    2. 'Access to Principal': The Principal is available to the stakeholders to seek information on various issues.
3. **Auxiliary :**

The college falls under the purview of 'RTI Act'. Every segment of information associated with the college can be availed by any Indian National on payment of prescribed fees.

******

7.2 Best Practices
7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Answer:

Institutional Best Practice

(Please refer to 'Additional Information for details)

1. **Celebration of important days**

Introduction :-

The college celebrates days of national and international importance**Objectives:-**

1. Creation of awareness about the contribution of eminent personalities in nation building.
2. To inspire students to follow the principles of these personalities
3. To involve and encourage maxi mum number of students to participate in these activities

Context and practice:-

Activity No. 1. 1 :-

Birth and Death anniversaries of eminent personalities

Context:-

In the era of social networking sites and deviation of students from history and culture, it is essential to inculcate these values to mold them into morally responsible citizens.

Practice:-

This practice has been instrumental in personality development of students. Students learn about various events and challenges in the life of these eminent personalities.

Evidence of Success:-

1. Better discipline on campus.
2. Increase in attendance for such programmes.
3. Improvement in academic results.
4. No on campus reported cases of eve teasing and ragging

Problems encountered:-

1. Assembling students owing timing constraints.
2. Availability of infrastructure

Resources Required:-

1. Necessary infrastructure
2. Permissions from concerned authorities

Activity No. 1.2

Celebration of days of national and international importance.

Context :-

The days are celebrated to increase awareness about certain social, political and cultural issues.

Practice :-

This practice has been instrumental in overall development of students. Students learn about significance of each of these days.

Evidences of success:-

1. Students have become proactive in organization of various activities.
2. Increasing participation of society in college events.
3. Students have become more sensitive about environmental issues
4. Students have gained insight into social issues which reflects through their decent behavior.

Problems encountered:-

1. Permission from various authorities.
2. Sponsorship
3. Publicity

Resources required :-

1. Model making experts
2. Study material
3. Equipment

1. **Foot Massage Service to Pilgrims with refreshment**

Pandharpur Wari or Wari (Vari) is an annual pilgrimage to Pandharpr in the honor of deity, the seat of the Hindu God Vithoba in the State of Maharashtra. This holy perennial pilgrimage consist Paduka and Palakhis. [Palakhis](#) (palanquin processions) carry the [paduka](#) (foot prints) of various saints most notably [Dnyaneshwar](#) and [Tukaram](#).

Pilgrims called as Warkari (one who performs the Wari) visit Pandharpur along with their respective [shrines](#). The tradition is more than 700 to 800 years old.

 The journey takes 21 days

2. Objectives:

1. To serve the community at large
2. To infuse the qualities of respecting elders, social service, gratitude, interaction with pilgrims from varied cultures and care
3. To inculcate various organizational skills

4. The practice/uniqueness:

The College has been leading this initiative since 2012-13. This is the only college in Pune city undertaking this activity.

Limitations:

- Infrastructural limitations
- Constantly increasing number of beneficiary devotees
- Time constraints for students

5. Evidence of success:

- The number of pilgrims is increasing, most of them repeatedly visit the college
- Social organizations in the vicinity have extended their voluntary help.
- The activity has received global acceptance and acknowledgement.
- **Many European citizens have lauded the initiative through e-mails.**
- Number of student volunteers has been consistently increasing.
- Varkari expressed the satisfaction and relief through their feedback

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

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

Answer:

Positive thought provocation leads to development of scientific temperament, rational thinking and is responsible for versatile growth of the students and teachers. This is also the very purpose of education.

Orientation for competitive examination is one of the components of teaching-learning process. This requires distinctive thinking. In view of this the college has instituted competitive examination centre with the patronage of the parent body i.e. Poona Gujrati Kelvani Mandal.

Competitive Examination study Centre:

1. The center came into existence in 2011.
2. Qualifying entrance examinations such as NEET, JEE, AIPMT is a pre-requisite for admission to any reputed institution. Since, number of seats for such course are limited, majority of the students fail to get admission.
3. These students seek admission for first year courses. Consequently, they aspire for careers in administrative and academic services such as SPSC, UPSC, SSB, CDSE, IBPS, DSB, NET, SLET, PET etc.
4. Students who clear their higher secondary certificate examination are eligible for professional courses such as Chartered Accountant, Company Secretary, Cost and Management Accountant. To get into these courses, entrance examinations such as CPT and foundation courses are to be qualified.
5. Graduates of traditional courses such as BSc., B.A. and B.Com are also eligible for various competitive examination.
6. Pune is acclaimed as a hub for competitive examination coaching centers. Students across distinct districts of Maharashtra reach Pune to seek coaching for competitive examinations.

Our Vision:

Vision, Mission, Goals and objectives of the college collectively aim to provide an environment that promotes a holistic approach towards life. The college acknowledges delivery of quality education as an instrument to prosper in all walks of life. Competitive examination center is one such initiative that aids college to fulfill the core objectives.

Salient features of the study center:

- Centrally located
- Personal attention
- Counselling
- Convenient timings
- Highly qualified and experienced faculties
- Well stocked libraries with e-facilities
- Mock-tests
- Mock interview sessions by professionals

- Psychometric test
- Training for Physical Test
- Use of audio-visual aids
- Comfortable seating arrangements
- Extensive study material
- On-site food arrangements
- Convenient accommodation facility
- State of the art Infrastructure
- Interaction with qualified candidates
- Conducive environment
- Sessions on soft-skill, Personality development and Yoga

1. PRIORITY :

- To boost up the inborn talent of the students for the benefit of the society
- To contribute to the society by providing it with young and dynamic leadership
- To provide the alumni with a better option to choose a career

1. THRUST :

- To strengthen the Linguistic minority community in academics and in administration.
- Development of scientific temperament for competitive examinations
- Inculcation of values like professional integrity, honesty and a sense of trusteeship
- Being an instrument in nation building
- To help construct a bridge between the haves and have not's
- To provide a platform for individual development of youth across varied strata of the society

-

Extended Profile

Program

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

Answer: 18

Number of self-financed Programs offered by college

Answer: 10

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

Answer: 5
Students

Number of students year-wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3141	2667	2662	2545	2363

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1873	1699	1549	1549	1525

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
553	443	656	622	486

Total number of outgoing / final year students

Answer: 2700
Teachers

Number of teachers year-wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
81	72	70	62	57

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
42	42	38	37	36

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
81	72	70	62	57

Total experience of full-time teachers

Answer: 738

Number of teachers recognized as guides during the last five years

Answer: 6

Number of full time teachers worked in the institution during the last 5 years

Answer: 42
Institution

Total number of classrooms and seminar halls

Answer: 55

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
160	138	137	147	89

Number of computers

Answer: 281

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

Answer: 0.209695

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

Answer: 0.02652

Conclusion

Additional Information :

- The college has entered into a 'Memorandum of Understanding' with the 'Great Mission Consultancy' to carry out training programmes regarding acquision of patents.
- Students across every nick and corner of the state try to seek admission to the college as the college is acclaimed for its 'Competitive Examination Guidance Centre'.

- The college has installed 'Solar Power System' in the campus, which will reduce the dependence on the power supplied by the state power supply company.
- The college has signed several 'Linkages' with the colleges across the state. These linkages will help the college to carry out student and teacher exchange programmes, eventually leading to a 'win – win' situation.
- The 'Online IQAC' is a dream project of the IQAC, where all the activities and documentation work of the IQAC will be paperless. This will prove to be one of the Green Initiatives of the college.
- The college has introduced following Capability Enhancement Programmes' :-
  - Software Testing
  - Android Application Development
  - Optical Fiber Communication Network

These programmes are unique in nature and they have elevated the employability level of the students to a significant extent.

- Students of the college have won awards at national and international level for their exceptional contribution in sports.
- The 'Complaint Redressal Cell' of the college has not received any complaint about sexual harassment or of any other kind. The effectiveness of college administration is evident through this incidence.

Concluding Remarks:

Haribhai V. Desai College is established in the year 1984 with a desire to spread business education across the vicinity; where majority of the student were first generation learners.

The college advanced rapidly and succeeded to place itself amongst one of the premier academic institutions in Pune. The governing body of the college, with the help of its stakeholders intends to take the college to a further level.

The college is equipped with the best infrastructure and sophisticated ICT facilities, which have been instrumental in creating credibility in a very short span of its inception. The college has a portfolio of committed teaching, non-teaching and support staff and all other potentials. These factors have culminated into the award of grade 'A' during the previous assessment.

The college intends to direct all its potential towards the following :-

- Introduction of 'Capability Enhancement Programmes' across all the faculties with the help of 'Skill India Mission'
- Focus on 'Industry Exposure' through internship; where students will add a substantial value to the academics received from the college.
- 'Faculty Development Programmes' which will keep teachers updated, motivated and empowered.
- Optimum utilization of opportunities through the establishment of linkages and MoUs

The college endeavors to accomplish its motto " IIप्रवृत्ती लक्षणो योग: II " (Let attentiveness be a characteristic of one's nature) through the quality delivery mechanism.

The college is confident that the it's long cherished value system and an eye to details will fetch it the desired laurels that it deserves.

EXCLUDED METRICES

List of Excluded Metrices

1 Curricular Aspects : Weightage (100)

1.1 Curricular Planning and Implementation : Weightage (20)

Ref No	Details of Metric	weightage	Metric Performance
1.1.2	Number of certificate/diploma program introduced during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	5	0

2 Teaching-learning and Evaluation : Weightage (350)

2.4 Teacher Profile and Quality : Weightage (80)

Ref No	Details of Metric	weightage	Metric Performance
2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	20	0.25

5 Student Support and Progression : Weightage (130)

5.2 Student Progression : Weightage (45)

Ref No	Details of Metric	weightage	Metric Performance

5.2.1	Average percentage of placement of outgoing students during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	20	1.15

6 Governance, Leadership and Management : Weightage (100)

6.3 Faculty Empowerment Strategies : Weightage (30)

Ref No	Details of Metric	weightage	Metric Performance
6.3.3	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	5	0.4

ANNEXURE