

ANNUAL QUALITY ASSURANCE REPORT
(AQAR) of the IQAC
[2013 - 2014]

Submitted by
Internal Quality Assurance Cell
Sharadchandraji Pawar College, Jejuri
Ta. Puarandar, Dist. Pune, Maharashtra

Submitted to
National Assessment and Accreditation Council
[NAAC], Bangalore

Part – A

1. Details of the Institution

1.1 Name of the Institution

Acharya Atre Development Trust Purandar's
SHARADCHANDRAJI PAWAR COLLEGE, JEJURI

1.2 Address Line 1

Chinch Baugh, Jejuri,

Address Line 2

Kadepathar Road

City/Town

Tal. Purandar, Dist. Pune

State

Maharashtra

Pin Code

412303

Institution e-mail address

s.p.collegejejuri@gmail.com

Contact Nos.

02115253247

Name of the Head of the Institution:

Dr. Sushama Chaphalkar

Tel. No. with STD Code:

02115253247

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09890337759

Name of the IQAC Coordinator:

Dr. Balaji G. Natkare

Mobile:

09421056581

IQAC e-mail address:

iqacspcollegejejuri@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

GJCOGN10751

1.4 NAAC Executive Committee No. & Date:

Sharadchandraji Pawar College, Jejuri

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.spcollegejejuri.edu.in

Web-link of the AQAR:

http://www.spcollegejejuri.edu.in/iqac_programme.php

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	--	2004	2009
2	2 nd Cycle	--	--	--	--
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC: DD/MM/YYYY

20/06/2004

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

2013- 2014

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

- i. AQAR **2004-05** submitted to NAAC on 24/09/2016
- ii. AQAR **2005-06** submitted to NAAC on 24/09/2016
- iii. AQAR **2006-07** submitted to NAAC on 24/09/2016
- iv. AQAR **2007-08** submitted to NAAC on 24/09/2016
- v. AQAR **2008-09** submitted to NAAC on 24/09/2016
- vi. AQAR **2009-10** submitted to NAAC on 24/09/2016
- vii. AQAR **2010-11** submitted to NAAC on 24/09/2016
- viii. AQAR **2011-12** submitted to NAAC on 30/03/2017
- ix. AQAR **2012-13** submitted to NAAC on 30/03/2017
- x. AQAR **2013-14** submitted to NAAC on 30/03/2017
- xi. AQAR **2014-15** submitted to NAAC on 30/03/2017
- xii. AQAR **2015-16** submitted to NAAC on 30/03/2017

1.10 Institutional Status- Affiliated to Savitribai Phule Pune University, Pune

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Program

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

.....

1.12 Name of the Affiliating University (for the Colleges)

Savitribai Phule Pune University, Pune

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Program DST-FIST

UGC-Innovative PG programs Any other (Specify)

UGC-COP Programs

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders: No Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year?

Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

During the academic year, IQAC played an active contribution in planning, development and supportive role in implementation. IQAC has one to one meeting with all the departments and various committees towards the planning, discussion, development and support in implementation of their activities. To implement various activities and programs, Principal of the college in the IQAC meeting established 54 committees of faculty members at the beginning of the year and took feedback frequently during the academic year.

2.15 Plan of Action by IQAC/Outcome

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

Sr. No.	Plan of Action	Achievements
1	Academic Calendar	Academic Calendar was prepared at the beginning of the year in consultation with Principal and all faculty members.
2	Feedback on Teaching	Feedback forms were collected from UG students and the analyzed feedbacks were communicated to respective faculty members.
3	Review of faculty members relating to Career Advancement Scheme (CAS)	Review of faculty members relating to Career Advancement Scheme was done in the meeting and accordingly faculties were planned to send

		for refresher/orientation courses.
4	Collection and verification of Annual Performance Appraisal Forms.	At the end of the year Performance Appraisal forms were collected, scrutinized and accepted by the IQAC.
5	Organization of collegiate and intercollegiate sports events.	College organized inter-collegiate sports competitions mentioned below :
6	Promotion of Research among the faculty and students.	The involvement of faculty in research was satisfactorily enhanced. Most of the faculty members have registered for Ph.D and few of them submitted their Minor research projects to UGC and BCUD of affiliating university (Pune University).
7	Organization of extension activities and student festivals	The following activities were conducted as an extension activities: a. Department of Hindi: Celebrated 'Hindi Bhasha Day' by organizing Essay Writing, elocution, and Poem reading competitions. b. NSS Department: Implemented following activities: <ol style="list-style-type: none"> 1. Tree Plantation Program 2. NSS Day 3. NSS Special Winter Camp 4. Yuvak Mahotsav- 2014 5. NSS Prize Distribution Ceremony c. Organized 3 days guest lecture series in the name of Barishter Babasaheb Jaykar Vyakhyanmala
8	Study Tour/Industrial Visits for Student	Department of English has arranged One Day Study Tour to Mahabaleshwar.
9	Annual Magazine	Annual Magazine of the college named 'Atreya' was published. Articles, poems, etc of students and teachers and Annual Report of college activities were published.

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

[Note: Academic calendar for the academic year 2013-14 is attached- Annexure -2]

2.15 Whether the AQAR was placed in statutory body Yes No

Management [LMC] Syndicate Any other body

Provide the details of the action taken

The AQAR was placed in the meeting of Local Managing Committee for thorough discussion. It was also kept in the meeting of all faculty members invited by principal and the Internal Quality Assurance Cell Meeting. Members of managing committee impressed over the several activities organized by the college during the academic year and suggested more efforts towards research and extension activities during the coming academic year.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programs

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	06	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	06	--	--	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern of programs:

Pattern	Number of programmes
Semester	--
Trimester	---
Annual	06

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

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

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

College is affiliated to the University of Pune; it follows all the regulations including syllabi of the University. Syllabi are updated regularly after every five years by the Board of Studies of the respective subjects of University of Pune. At the time of restructuring of syllabi, university organizes workshops relating to it.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	12	--	--	01

2.2 No. of permanent faculty with Ph.D.

05

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	--	--	--	---	--	--	--	02	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

--

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/	00	10	02
Presented papers	02	07	04
Resource Persons	00	00	00

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

To enrich knowledge among students, college faculties took various types of efforts to make teaching and learning innovative. Along with regular lectures, faculties tried their level best to keep students busy in various innovative processes mentioned below:

- a. Organized guest lecturers of outside faculties to provide guidance relating to practical subjects, difficult concepts relating to statistics, taxation, Costing etc.
- b. Practical demonstrations, internal assessment of students.
- c. Training of „Tally ERP9” for all the students of F.Y. B.Com in which both theory and practical sessions in commerce computer laboratory were taught by outside experts and faculty members.
- d. Teaching learning with the help of charts/posters and exhibition of posters/charts. Practical teaching and learning with the help of commerce laboratory where various Journals, files which include various forms of income tax, sales tax, company registration, partnership, cooperative society, costing statements, audit reports, newspaper cuttings has been collected and kept in files. This helps students to get practical experience about various forms and charts used in commerce.
- e. Soft Skill Development Committee looks after Elocution, Debating, and Essay writing where students are guided about various activities relating to it.
- f. In addition to the regular lecture method, various departments use audiovisual aids like video films relating to the syllabus. The Department of English screened text based movies.
- g. Power Point Presentations were prepared and shown to the students in regular teaching. This impressed students and enhanced their curiosity in the subject.

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

195

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

- a. Affiliating University has initiated Bar Coding of Answer sheets for examinations. The same has been effectively implemented by the college.
- b. Multiple choice based questions for internal assessment of student.
- c. Seminars, Tutorials, Group Discussions, Projects, etc

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

01 00

2.10 Average percentage of attendance of students 85%

2.11 Course/Program wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Marathi	05	00	02	03	00	00
B.A. Hindi	16	01	04	03	02	02
B.A. English	21	03	07	04	03	00
B.A. Politics	23	02	06	05	02	01
B.A. Psychology	43	04	13	09	03	02
B.A. Economics	22	02	06	06	04	01

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

- a. Feedback on teaching for all programs.
- b. Analysis of each department in formally held meeting by the head of the institution.
- c. Communicating the result of analysis to the respective teacher/department.
- d. Yearly Evaluation of teaching and research activities through self-appraisal.

2.13 Initiatives undertaken towards faculty development: 03

<i>Faculty / Staff Development Programs</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Program	00
HRD programs	00
Orientation programs	00
Faculty exchange program	00
Staff training conducted by the university	00

Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	01	01	Nil
Technical Staff	13	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- | |
|--|
| <ul style="list-style-type: none"> a. IQAC time to time interacts with teachers by conduction formal meeting under the supervision of the principal of the college. b. IQAC helps sensitize research culture among teachers by arranging expert lectures by the faculty of the college and guest lecturers too under the Teachers Academy. c. IQAC helps to scrutinize all the research papers, proposals, etc. |
|--|

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	Nil	01
Outlay in Rs. Lakhs	40,000	125,000	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	03	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	05	Nil	Nil
Conference proceedings	01	04	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	01	BCUD	125,000	65,000
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialized	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

JRF SRF Project Fellows Any other

3.21 **No. of students Participated in NSS events:**

University level State level
 National level International level

3.22 **No. of students participated in NCC events:**

University level State level
 National level International level

3.23 **No. of Awards won in NSS:**

University level State level
 National level International level

3.24 **No. of Awards won in NCC:**

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil		
NCC	Nil	NSS	09	Any other	Nil

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

- Department of Hindi: As per the discussion in the meeting of IQAC, Department of Hindi celebrated „Hindi Bhasha Day on 14th September 2013. On this occasion, department conducted Essay writing and Poem reading competitions.
- Department of commerce organized guest lectures series of three days on the topic ‘Career opportunities for Commerce Students’
- Department of Political Science arranged Mock Vidhan Sabha/Loksabha.
- Department of English conducted various competitions such as Essay Competition, Elocution Competition, Quiz Competition, and Creative Writing.
- College NSS Unit sent NSS Volunteers to various camps and projects organised by the College, University and outside social events/programmes.
- NSS Volunteers were sent with the Dindi from Pune to Pandharpur to a Project named State level „Harit Urja Va Kanyaratna Vachava Abhiyan“ during the period from 1st July 2013 to 19th July 2013.
- Teacher’s day was celebrated by NSS Volunteers on 5th September 2013.
- During the year, Staff academy organized 5 lectures for faculty members.
- ‘Earn and Learn Scheme’ has been implemented successfully. During the academic year 16 students were admitted and worked in various departments of the college.
- College organized 3 days guest lecture series in the name of Barister Babasaheb Jaykar during the period from 28th January 2014 to 30th January 2014.
- During 20/01/2014 to 30/01/2014, Ten Days, 40 hours program of soft skill was organized by the college for last year students of B.Com and B.A. 22 students were selected for the program. Program taught various aspects like communication skills, interview skills, conflict resolution and negotiation skills, personal effectiveness, problem solving skills, strategic thinking, team building skills, Pronunciation and sentence construction, etc were taught in the 10 day training program.
- Students of cultural department of the college participated and performed in various competition organized by the other colleges.
- Women Grievances and Redressal Cell was established during the year as per the government guidelines and programs of creating awareness and avoid or reduce grievances were organized by the cell.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.10 Acre	Nil	AAVPP	7.10 Acre
Class rooms	12	05	AAVPP	17
Laboratories	Nil	Nil	---	Nil
Seminar Halls	01	Nil	AAVPP	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01	Nil	AAVPP	01
Value of the equipment purchased during the year (Rs. in Lakhs)	0.5	Nil	AAVPP	0.5
Others	Nil	Nil	---	Nil

4.2 Computerization of administration and library

College Administrative office is fully computerized. All work is done through computer. Each employee has allotted a separate computer. As on the date there are 4 computers including server with latest configurations, 02printers, 02Reprographic Machines, 01Scanners. Other than office there are 2 computers allotted to various departments i.e. library and examination section. **Vridhhi** software is being used in office and library. Apart from these computers, there are well equipped 10 computers with internet connectivity in computer lab for students and faculty.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2081	136033	433	51619	2514	187652
Reference Books	1957	261327	291	90857	2248	352184
e-Books	400	--	150	--	550	00
Journals	357	65914	18	3500	375	69414
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	00	00	00	00	00	00
Others (specify)	00	00	00	00	00	00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	08	01	01	01	01	01	04	--
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	--
Total	08	01	01	01	01	01	04	---

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

- | |
|---|
| <p>a. In order to enhance teaching quality, IQAC has inspired teaching and administrative staff to acquire computer literacy.</p> <p>b. An induction program for teaching faculties was arranged for effective use of library facilities, especially use of e – journals, digital databases, reference books etc.</p> <p>c. Internet facility has been provided in the college campus.</p> <p>d. The technical up-gradation of all the computers, applications/antivirus software installed is maintained from Annual Maintenance Contract.</p> |
|---|

4.6 Amount spent on maintenance in lakhs:

i) ICT	90,000
ii) Campus Infrastructure and facilities	500000
iii) Equipments	100000
iv) Others	65000
Total:	755,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC looks after following activities to enhance awareness about students support services:

- a. Updated college prospectus containing detailed information about courses, fee structure, syllabus, faculty, scholarships, academic calendar, campus facilities etc.
- b. College website
- c. Immediate display of important notices on notice board
- d. Parent teacher meetings
- e. Communication with the students by Students Representative of IQAC about Student Support Services.
- f. Medical health check up
- g. Book Bank scheme
- h. Reading room facility
- i. Scholarship program
- j. Soft skill development program
- k. Short term courses
- l. Industrial visits/study tours
- m. Earn and Learn Scheme
- n. Gender sensitization program

5.2 Efforts made by the institution for tracking the progression

IQAC monitors various activities organized by various departments and associations nominated by Principal for the overall development of students in academic, curricular and co-curricular activities. It supports in the form of strategic planning and support to the various departments to carry out activities systematically.

- a. Formal and informal communication with alumni.
- b. Record of LC, TC, migration etc.
- c. Feedback from Alumni.
- d. Compilation of students data
- e. Appeal to students to update their details

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
412	Nil	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students Nil

No	%	Men
191	46.5	

No	%	Women
221	53.5	

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
327	12	00	46	00	385	371	08	00	33	00	412

Demand ratio 1:1 Dropout % 30

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

Competitive examination centre has been established in college to provide guidance to students about various examinations such as MPSC, UPSC, NET/SLET, Bank Examinations, etc. The students from the college and outside college are admitted for the academic year. The students are inspired students by giving examples of many of his students along with simple tips to crack examinations. During the year, centre arranged lectures of college faculties on subjects such as English, Marathi, Economy, Politics, etc. All these subjects taught from these competitive examination points of view.

No. of students beneficiaries 75

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	02	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Oth	Nil

5.6 Details of student counseling and career guidance

- a. **Counseling at the time of admission of students:** College Principal appointed a committee of faculty members to look after counseling and guidance about courses and job opportunities available after the completion of the course at the time of admission.
- b. Department of commerce conducted guest lecture series of expert faculties to provide guidance on the theme 'Career Opportunities for Commerce Students'.
- c. Department of psychology conducts formal counselling sessions for the students.
- d. Competitive examination center of the college provided guidance to students about various examinations such as MPSC, UPSC, Bank Examinations etc. Eminent scholars and faculties from various subjects were invited to guide and motivate students of competitive center. In addition to this, center put up notices/advertisements of vacancies and posts given in newspapers.
- e. Teachers also guides to our students in the classroom about their career.
- f. Conducing guest lecturers of renowned experts.
- g. Soft Skills Development" was organized. 50 students of the final year were selected for the program. Program taught various aspects like communication skills, interview skills, conflict resolution and negotiation skills, personal effectiveness, problem solving skills, strategic thinking, team building skills, Pronunciation and sentence construction, etc were taught in the training program.

No. of students benefitted

60-75 Approximately

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programs

- a. NSS Volunteers were sent to take part in 'Harit Urja Va Kanyaratna Vachava Abhiyan'.
- b. NSS Volunteers participated and attended a workshop on 'Increasing Harrassement & Violation of Women's Rights Problems and Solutions'
- c. NSS girl volunteers were sent to attend a camp named 'Mahila Sanrakshan Course' organized by University of Pune.
- d. Vidyarthini Munch organized a program for girls to build girls personality development on the topics 'Need to be self-competent by girls', 'Stree Bhrunhattya', 'Laws relating to Women' etc.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	41	1718
30Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

College has a separate Principal nominated committee of faculty members named 'Grievances Redressal Cell'. The committee organized a program to create awareness and avoid grievances of college students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Our Mission</p> <p>To Accelerate Rural Development through Education, Arts, Sports and Culture</p> <p>Our Goals</p> <ol style="list-style-type: none"> To impart quality education through traditional and innovative learning practices. To provide a dynamic and creative academic environment, to tap and nurture talent for the development of professional skills and an all round personality. To inculcate good moral values and a sense of nationalism, in keeping with the glorious heritage of the institute.

6.2 Does the Institution has a management Information System

Yes, the college takes the help of 'Vridhhi' software for management information system. With the help of this software, college has been managing most of the manual work. It includes online data uploading process, Examination process, Accounting documents, library services and many works related to administration.

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

6.3.1 Curriculum Development

College is affiliated to Savitribai Phule Pune University. Hence Curriculum framed by the university is followed and implemented by the college. In fact, Curriculum framing is not under the direct control of the college. However, college faculty members contribute in syllabus restructuring work of University of Pune in the form of member of BOS, subject expert, members of syllabus restructuring committee etc.

6.3.2 Teaching and Learning

The College has been putting continuous efforts towards the improvement of quality in teaching and learning through:

- a. At the inception of the academic year, each department of the college sets its quality objectives related to results, curricular, co-curricular and extra-curricular activities for the academic year. Teachers committee appointed by the Principal prepares time-table which coordinates among all departments' faculties considering the efficient utilization of college infrastructure. Efforts are made to share resources among various departments.
- b. Unit tests, group discussions, power point presentations are conducted and assignments are issued to students regularly as per the scheduled plan.
- c. Student's feedback on teachers is one of the important means to bring improvement in Teaching-Learning process. IQAC with the help of specific appointed committee by the Principal prepares questionnaire, keeping in view the points for improvements in different aspects of teaching and teachers behavior on four-point scale. Student's feedback is conducted annually. The same is analyzed and communicated to concerned teacher.

6.3.3 Examination and Evaluation

College follows all norms and regulations relating to examination and evaluation system devised by university of Pune as it is affiliated to it. Thus, as per the norms of university, at the end of every term/semester, Term-end examination is conducted. For this purpose College examination committee prepares a common examination timetable for all subjects of department of arts and commerce. Question papers for term end examination are prepared by staff members confidentially of respective subject as per the pattern given by university.

In addition, internal tests are conducted regularly for evaluating the performances in theory and practical.

6.3.4 Research and Development

During the academic year college motivated its teachers and students to undertake below activities and projects:

- a. **Minor Research Projects:** faculty members are encouraged to undertake research projects and apply for sponsorship to UGC and BCUD of affiliating University. In this academic year 5 BCUD research proposals of the faculty members i.e. Dr. Arun Kolekar, Prof. Shivaji Bhintade, Prof. Rajkumar Rikame, Prof. Bebi Kolte and Prof. Sangeeta Pawar has been sanctioned.
- b. **Avishkar:** BCUD of the affiliating University organizes the competition named 'AVISHKAR' for inculcating the habit of research among students and teachers. Accordingly, the college sent 4 students to participate in it at VP's Science College, Indapur and also provided faculties to take part in the competition.
- c. Faculties are also promoted write research articles to present at the various conferences, seminars, workshops organized by outside colleges and institutions. In addition, they are also promoted to write research articles for Research Journals. Indirectly, it helps faculties to improve their Academic Performance Indicator (API)

6.3.5 Library, ICT and physical infrastructure / instrumentation

Following strategies has adopted by the College for the overall development in library, ICT and Physical infrastructure.

- a. College library is located in separate hall and has sufficient infrastructure for girls and boys.
- b. Automation of library functions is in the process, for which library uses multilingual commercial software- 'Vridhhi'. This Software is installed for campus usage including Library Module. It includes automation of acquisition, Bar Coding, circulation, classification and cataloguing sections of library to create online records.
- c. Library committee conducts meetings for getting suggestions and adopting new challenges to cope up with the technical advancement in the field of library and information and for overall development of library facilities and services.
- d. UPS backup is available to all departments, class rooms, laboratories, library and office

6.3.6 Human Resource Management

Human Resource is the most important asset of the organization. For better improvement, following steps are taken:

- a. To enhance the quality of teaching-learning, faculties are encouraged to take part in seminars, workshops, conferences, orientations and refresher courses for which leave is granted on highest priority
- b. Faculties are encouraged to take Minor Research Project, Major Research Project from funding agencies such as BCUD of the affiliating university where college provide full administrative support in the process.
- c. Both teaching and administrative staff is encouraged to attain higher qualifications simultaneously with their duties without affecting the workload.
- d. To develop all round personality, college has a 'Staff Academy'. It conducts lectures of eminent personalities for both teaching and administrative staff.

6.3.7 Faculty and Staff recruitment

Recruitment of faculty and staff is done by the norms and procedure laid by affiliating University and State Government, Department of Higher Education. As per the norms, selection committee is constituted as per the laid procedure to ensure the selection strictly on the basis of pure merit.

6.3.8 Industry Interaction / Collaboration

College runs B.A. and B.Com courses. To have a good rapport and understanding about industries and inculcating practical work culture, Industrial visits are arranged to Jejuri MIDC.

6.3.9 Admission of Students

IQAC prepares the plans and strategies related to admission in consultation with the Principal and the norms and rules laid by Government of Maharashtra. Principal, Head of the Departments and Head Clerk of the college are involved in the admission process to ensure its smooth conduct. To support students, a Sub-committee is constituted to facilitate counseling about various available courses and admission process.

College Prospectus serves as in-hand reference. It includes detailed guideline relating to programs/courses, optional and specialization subjects, syllabus, eligibility criteria, fee structure, scholarship, infrastructure facilities etc.

6.4 Welfare schemes for

Teaching	Acharya Atre Teaching and Non-teaching Credit Cooperative Society, Saswad
Non-teaching	Acharya Atre Teaching and Non-teaching Credit Cooperative Society, Saswad
Students	Nil

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Pune	Yes	IQAC
Administrative	Yes	University of Pune	Yes	AAVPP

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

For UG Programs Yes No

For PG Programs Yes No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Regular meetings of Alumni Association.
- Financial support to needy students

6.12 Activities and support from the Parent – Teacher Association

College informally organized Parent meets to come across the difficulties of parents about their wards. In the meeting teachers communicate the performance, attendance of those underperforming students to their parents and suggest them some measures for improvement. The feedback from the parents were obtained and analyzed. In this suggestion relating to improve the academic performance of wards was given.

6.13 Development programs for support staff

Nil

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

College campus is full of green environment due to continuous tree plantation camps. There are about more than 60 old tamarind trees planted 300 years ago by Maratha Lady Rular Ahilya Devi in the campus. They help to maintain ecosystem.

Criterion – VII

7. Innovations and Best Practices

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

Interaction among Alumni in Alumni meetings - College has taken initiative in gathering past students for interactions. Interaction among themselves resulted in to career advancement inspiration and discussion about various career opportunities.

Student Complaint system: College follows healthy environment about overall campus facilities where students can directly approach to the Principal, teachers, college office and Institute office for their issues without hesitation. The principal takes prompt action in genuine matters. Sometimes HODs of concerned department interact with the principal on the concerned issue and immediate efforts are made to resolve the same.

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

- a. Minor Research Projects Proposals were send to BCUD, Savitribai Phule Pune University.
- b. Conducted one day workshop on 'Value Education' by the Department of NSS.
- c. Health Checkup camp for female students was organized successfully
- d. Most of the teachers were inspired and promoted to send research papers to various outside seminars and conferences.

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

NII

7.4 Contribution to environmental awareness / protection

- a. To inculcate the habit of protection of environment among the students, University of Pune has prescribed Environmental Awareness as a compulsory paper at SYBA.
- b. Seven days Special Winter Camp was organized at/ post- Pisurti, Ta. Purandar, Dist- Pune during the period from 10th December 2013 to 17th December 2013. During the Camp period Volunteers performed various social and environment protective work i.e. Village cleanliness with the help of villagers and organized various social programs which include eradication of superstitious, lectures of experts on social issues, group discussion, Cultural Programs, etc.

7.5 Whether environmental audit was conducted? Yes No

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

Strength

Committed staff towards curriculum, co-curricular and extension activities also engaged in research projects

Weaknesses

Inadequate infrastructure

Opportunities

Use of ICT in Teaching and learning activity

Automation of Library

Increase number of publications of research articles in recognized journals, Seminar and conference proceedings etc

Threats

Attract meritorious students for graduate course.

8. Plans of institution for next year

1. To carry out academic and green audit.
2. To organize workshops for students overall development.
3. To conduct training program for non-teaching faculty.
4. To organize Zonal and inter collegiate Sports competitions.
5. To arrange guest lecturers in staff academy of various outside renowned and expert faculties.
6. To conduct Certificate Course Communication Skills.
7. Complete automation of Library.
8. To organize Hindi Bhasha day, Spoken English Course, VISION Program, Special Winter Camp, etc. To arrange guest lecture series and workshops in name of Barister Babasaheb Jaykar, Marathi Vadmay Mandal , Vidyarthini Manch, Adult education, etc.
9. Medical check-up camps for female students
10. To apply for more number of Minor Research Proposals to BCUD.


COORDINATOR
Internal Quality Assurance Cell
Sharadchandraji Pawar College, Jejuri

Dr. Balaji G. Natkare
Signature of the Coordinator, IQAC




PRINCIPAL
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Dr. Sushama Chaphalkar
Principal and Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II

Academic Calendar 2013-2014

First Term	
Week/Month	Activities
20 June	Commencement of First Term
20 June	IQAC Meeting
21 June	Departmental Meetings
1 st week of July	Principal's Address
2 nd Week of July	Subject Knowledge Test
3 rd Week of July	Bridge Course
1 st week of August	Inauguration of all Department: Humanities, MPSC, Computer, NSS, NCC, YCMOU, Cultural Activity, Vidyarthini Munch, Students Council, etc
2 nd week of August	Tutorial I
13 th August	Visit to Marathi Literary Meet, Saswad
15 th August	Independence Day Celebration
5 th September	Teachers Day Celebration
1 st week of September	Teachers Academy: Group Discussion
14 th September	Hindi Day Celebration
4 th week of September	Departmental Tours
24 th September	NSS Day Celebration
1 st week of October	Screening of Movies Based on Prescribed Texts: English, Hindi, Marathi
2 nd October	Gandhi Jayanti Celebration
1 st week of October	Legal Literacy Lectures
3 rd to 5 th October	Dr Babasaheb Jaikar Lecture Series
15 th October Onwards	Term End Examination
1 st week of November	Answer Book Assessment
1 st November	Departmental Meetings
2 nd November	IQAC Meeting
5 th to 20 th November	Diwali Vacation
Second Term	
21 st September	Commencement of Second Term
21 st September	Departmental Meetings
26 st September	Declaration of Results
29 th November	IQAC Meeting
1 st December	Parents [Mothers] Meeting in College
21 st to 30 th December	NSS Special Winter Camp
1 st January	Screening of Movie on Mahatma Phule
4 th to 10 th January	Special Guidance Scheme
2 nd week of January	Tutorials II
7 th to 12 th February	Departmental Seminars, Workshops, Paper Presentation, Poster Presentation,
18 th February	Alumni Meet
22 nd to 23 rd February	Inter Collegiate Elocution and Essay Competition

4 th week of February	Personality Development Workshop
1 st March	Prize Distribution Ceremony
1 st to 10 th March	Teachers Evaluation Process
15 th March	Farewell Ceremony
16 th March	Departmental Meetings
22 nd March to 6 th April	Annual Examination of FYBA
15 th April to 5 th May	SYBA/TYBA Annual Examination
30 th April	IQAC Meeting and End of the Second Term