

ANNUAL QUALITY ASSURANCE REPORT
(AQAR) of the IQAC
[2014 - 2015]

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

Mobile:

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. MHCOGN 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)

2014- 2015

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)

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	<input type="text" value="-----"/>	UGC-CPE	<input type="text" value="-----"/>
DST Star Scheme	<input type="text" value="-----"/>	UGC-CE	<input type="text" value="-----"/>
UGC-Special Assistance Program	<input type="text" value="-----"/>	DST-FIST	<input type="text" value="-----"/>
UGC-Innovative PG programs	<input type="text" value="-----"/>	Any other (Specify)	<input type="text" value="-----"/>
UGC-COP Programs	<input type="text" value="-----"/>		

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.	<input type="text" value="00"/>	Faculty	<input type="text" value="05"/>
	Non-Teaching Staff	<input type="text" value="02"/>	Students	<input type="text" value="02"/>
	Alumni	<input type="text" value="01"/>	Others	<input type="text" value="Nil"/>

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

- a. Commencement of SY B.Com.
- b. SWOT analysis of the college
- c. Enhancement of Student Welfare and NSS Activities.
- d. Motivated teachers to undertake BCUD research projects.

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
01	Employing different learning techniques to improve quality of education.	1. Existing syllabus was effectively completed. 2. Learning through interactive sessions. 3. Guest Lectures by experts. 4. Industrial visits & study tours. 5. Learning through Educational Games.
02	To strengthen and enhance the research activities of staff and students.	Increase in number of research proposals and research articles by staff. Students were motivated to participate in the research competitions like Avishkar.
03	Digitization of important documents	Management Information System (MIS) initiated.
04	Examination reforms	Bar coding system initiated at university level is efficiently implemented in the college. To avoid mistakes in the hall ticket the online examination forms filled by student are checked by the faculty before submission.

05	Co-curricular activities	Screening of text based movies, study tours, MIDC visit, Village Survey in NSS Winter Camp, etc were effectively carried out to strengthen curricular activities.
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* Attach the Academic Calendar of the year as Annexure.

[Note: Academic calendar for the academic year 2014-15 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

Data for AQAR was collected from different sources such as all departments, office, library, sports, etc. Members of IQAC worked together to analyze and rearrange the data according to the format. Then AQAR was written after a series of discussions by the committee members with the principal of the college. AQAR was presented to Principal, Heads of the Department and staff of the college.

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

(On all aspects)

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

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

All Second Year Syllabi of UG were revised in the current academic year by the affiliating university by natural growth.

Important Aspects of Revised Syllabus are as follows:

- The syllabus brings in application oriented practical aspect
- Inclusion of contemporary topics in respective faculties
- Syllabus was revised from employability point of view by making curriculum such that it meets the needs of the time.
- Socially relevant topics are in focus.
- Areas in the curriculum focus on the life skills.

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

S.Y B. Com initiated.

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.

06

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

09

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/	00	06	03
Presented papers	00	07	02
Resource Persons	00	00	00

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

The following activities were practiced:

- Creating social awareness by associating their studies with day to day working of NGO's.
- Practical method of learning theories and concepts of costing through Educational Surveys, Screening of short films educational videos, banking visit, etc.
- Mock interview sessions and departmental meetings.
- Enacting real life situations to study Communication Process and Barriers.

2.7 Total No. of actual teaching days during this academic year 197

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

- a. Bar coding system initiated at university level is efficiently implemented in the college.
- b. Examination forms are pre-checked by the faculty members so as to avoid any mistakes in the
 - a. Hall Tickets.
 - b. Assignments, presentations, open book test , multiple choice questions are used for continuous assessment
- a. Answer-books of internal tests are shown to the students. Queries and doubts are resolved satisfactorily.
- b. First Year Central Assessment Programme (CAP) is conducted.

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

01 -----

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	17	00	02	12	02	00
B.A. Hindi	17	02	06	06	03	00
B.A. English	29	01	10	00	00	00
B.A. Politics	28	06	10	07	02	02
B.A. Psychology	54	22	19	12	01	00
B.A. Economics	41	06	13	18	08	06

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

- | |
|--|
| <ul style="list-style-type: none"> a. Common staff meetings, faculty and departmental meetings are conducted time to time. b. Feedback on teaching for all programs. c. Personal Counselling is done by the higher authority if required. d. Analysis of each department in formally held meeting by the head of the institution. e. Communicating the result of analysis to the respective teacher/department. f. Yearly Evaluation of teaching and research activities through self-appraisal. |
|--|

2.13 Initiatives undertaken towards faculty development: 02

<i>Faculty / Staff Development Programs</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
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	01

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 encourages staff to write Research Proposals for major and minor research projects. 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. Two students are guided for 'Aavishkar' – a regional level research project competition under <ul style="list-style-type: none"> a. BCUD project b. 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	05	01	Nil
Outlay in Rs. Lakhs	125,000	515,000	220,000	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	10	Nil
Non-Peer Review Journals	Nil	05	Nil
e-Journals	15	10	Nil
Conference proceedings	Nil	05	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	02	BCUD	515,000	257500
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	01	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	25	State level	02
National level	01	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	01		
NCC	Nil	NSS	05	Any other	Nil

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

- The NSS volunteers of the College involved in the Campus cleanliness drive, celebrated different days such as *Rakhshabandhan*, *Gandhi Jayanti*, and NSS week etc. and also assisted in Medical Checkups Camp, Haemoglobin content determination and blood grouping.
- N.S.S. Special winter camp (seven day duration) is organized at the adopted village Walhe.
- Library committee decided to start book bank facility for needy students.
- Social activities such as gender sensitization, blind faith awareness, women empowerment, environment awareness, historical study of **Walhe** village, etc activities were carried out as extension activities.

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

All administration of the office is fully computerized. Each employee has allotted a separate computer. As on the date there are 4 computers including server with latest configurations, 02printers, 01Reprographic 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	2514	187682	431	55340	2945	74102
Reference Books	2248	352184	305	102598	2533	454782
e-Books	550	--	150	--	700	--
Journals	375	69414	19	3800	394	73214
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.)

As IQAC has continuously inspiring teaching and administrative staff to acquire computer literacy, Teaching and Supporting Staff is ICT enabled.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1, 25000
ii) Campus Infrastructure and facilities	5, 00000
iii) Equipments	1, 00000
iv) Others	50000
Total:	7, 75000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- a. The facilities provided by college to students are described in college prospectus.
- b. Our teachers also make the students aware informally in the classroom about the college infrastructure.
- c. Through principal's address, students are made aware about the rules and regulations of the college.
- d. Guidance for needy students to file application for Earn while Learn scheme of SPPU under student's welfare program.
- e. IQAC encourages meritorious and reserved category students to apply for various scholarships from government and non-government organisations.
- f. IQAC has recommended needy students for financial support from various other scholarships of SPPU those who have not received government scholarships.

5.2 Efforts made by the institution for tracking the progression

- a. Result database in the departments.
- b. Analysis of students' feedback.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
527	Nil	Nil	Nil

(b) No. of students outside the state

(c) No. of international students

No	%
264	50

Men

No	%
263	50

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physicall y Challeng ed	Total

371	08	00	33	00	412	476	17	00	34	00	527
-----	----	----	----	----	-----	-----	----	----	----	----	-----

Demand ratio 1:1 Dropout % 25

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

- | |
|--|
| <ul style="list-style-type: none"> a. Interaction with experts and academician in various fields. b. Making books available for competitive examination. c. The college provided infrastructural facilities namely library. |
|--|

No. of students beneficiaries

85

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

 Other

Nil

5.6 Details of student counseling and career guidance

- | |
|---|
| <ul style="list-style-type: none"> a. Department of psychology conducts formal counselling sessions for the students. b. Teachers also guides to our students in the classroom about their career. c. Conducing guest lecturers of renowned experts. |
|---|

No. of students benefitted

75-80 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. College organized lectures and conducted workshops under *Nirbhay Kanya Abhiyan* by Students Welfare funded by SPPU.
- b. To prevent Sexual Harassment of women at work place (Prevention, prohibition and redresser) College formed a cell which is active.

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	51	274295
Financial 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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Mission

To Accelerate Rural Development through Education, Arts, Sports and Culture

Our Goals

- a. To impart quality education through traditional and innovative learning practices.
- b. To provide a dynamic and creative academic environment, to tap and nurture talent for the development of professional skills and an all-round personality.
- c. 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, participative decision making for information flow. The visionary Executive Committee under the guidance of Hon. Shri. Vijay Kolte is the epitome of our campus. Principal and Heads of the Departments mobilize the team for achieving goals and objectives. They give directions to faculty and students to implement and execute the creative ideas. MIS is also used for Administrative process.

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

6.3.1 Curriculum Development

- a. As per guidelines of SPPU, the curriculum designed is implemented by the college.
- a. Active participation of Teachers in framing of new curricula for various undergraduate programs.
- b. During this academic year syllabi of second year undergraduate program of SPPU are restructured
- c. Value addition in curricula and efforts to go beyond the prescribed curriculum.

6.3.2 Teaching and Learning

- a. ICT facility has been used in classrooms whenever it is found necessary at UG classes.
- b. Staff and students had access to e-Books which are made available in library.
- c. Field, industry and institutional visits and surveys were conducted to enrich teaching learning process.

6.3.3 Examination and Evaluation

Our college is affiliated college, as per the guidelines of SPPU Pune the examination evaluation procedure is as follows:

- a. **Term End Examination:** Towards the end of First Term, according to the direction and guidelines of the SPPU, Term end examination was conducted for all programs. Questions papers were set maintaining confidentiality and answer books were evaluated by concerned subject teachers. The result of the term end exam was displayed on notice board.
- b. **University Examination:** The question papers were set by the office of the controller of examinations from a panel of paper setters of SPPU and sent online to College Principal and CEO. The college conducts examination as per the time table and rules of SPPU. The answer sheets are sent to evaluation to central assessment program center decided by SPPU Pune. The answer books are evaluated by examiners and moderators. After evaluation the results are published by SPPU within 45 days from the date of examination. On demand, the University COE office issues photocopy of reevaluated answer sheets to students.

6.3.4 Research and Development

- a. IQAC and Research Advisory Committee motivated the faculty and extended them full support to file applications to BCUD of SPPU for Minor research project.
- b. IQAC and Research Advisory Committee have encouraged Teachers and Research students for publication of their Research articles/ Research Papers/Books and chapters.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- a. A total of 418 books of Rs. 50240/- were added to the existing list of 6338 books in the Library during this academic year.
- b. Book Bank facility was initiated by library in this academic year; total 50 students were benefited of it.
- c. The College has added 4 computers funded by BCUD of SPPU through Quality Improvement Program.

6.3.6 Human Resource Management

- a. Use of Human Resource as per their competency to complete a particular task (Academic and Administrative).
- b. Training to the Human Resource at Centers of higher learning and Excellence

6.3.7 Faculty and Staff recruitment

- a. Recruitment of Faculty is as per State Government and University of Pune regulations.
- b. To ensure that college gets the best faculty for Commerce Faculty, vacancies were advertised in newspapers of wide circulation. The norms of the SPPU and Government of Maharashtra were strictly adhered for the process of staff selection in the self-financing section.

6.3.8 Industry Interaction / Collaboration

- a. Interactions are facilitated more widely through Special Lectures, Memorial Lectures and alumni in industry, who help the institution with placement or counselling.

6.3.9 Admission of Students

- | |
|---|
| <ul style="list-style-type: none"> a. First-come-first Admission Process for undergraduate students. b. Counseling to students to choose appropriate special subjects and general subjects in Arts. c. Transparency in the admission procedure is maintained by regular notifications of number of seats filled and available, throughout the admission process. d. Student help centers are available at the time of admission, with teachers helping the students in the filling of Forms, etc. a. Besides all this, detailed information of the admission process is published and updated regularly on the college notice board. |
|---|

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

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

6.12 Activities and support from the Parent – Teacher Association

We have formed Parent Teacher Association but do not conduct any formal activities. However, our principal and some selective staff visits student's parents and try to learn the various problems of the students and plans to find solutions.

6.13 Development programs for support staff

Nil

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

Green and clean campus

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.

To inculcate and promote the habit of reading among students, College organized and celebrated 'Vachan Prenana Din' on the occasion of birth anniversary of Dr. APJ Abdul Kalam. Students were guided about the importance of reading, note-making etc. Afterwards, students were also given oath relating to increase in the habit of reading.

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

Sr. No.	Plan	Action
01	Employing different learning techniques to improve quality of education.	1. Existing syllabus was effectively completed. 2. Learning through interactive sessions. 3. Guest Lectures by experts. 4. Industrial visits & study tours. 5. Learning through Educational Games.
02	To strengthen and enhance the research activities of staff and students.	Increase in number of research proposals and research articles by staff. Students were motivated to participate in the research competitions like Avishkar.
03	Digitization of important documents	Management Information System (MIS) initiated.
04	Examination reforms	Bar coding system initiated at university level is efficiently implemented in the college. To avoid mistakes in the hall ticket the online examination forms filled by student are checked by the faculty before submission.
05	Co-curricular activities	Screening of text based movies, study tours, MIDC visit, Village Survey in NSS Winter Camp, etc were effectively carried out to strengthen curricular activities.

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

1. **Digitalization of Library:** College library purchased Vriddhi software and has started its digitalization. It has also stated to make available e-books and e-journals to provide various types of information with the help of e-sources for research.
2. **Book Bank Scheme:** In order to cater the need of the economically backward students, book bank scheme has been initiated from his year to both faculties i.e. Arts and Commerce. Twenty students from each category have been benefited by this scheme. Under this scheme, a complete set of books have been provided to each students for the academic year.

7.4 Contribution to environmental awareness / protection

- a. College organized Green and Clean Campus drive.
- b. NSS volunteers planted saplings, removed plastic and other garbage from the adopted village (Walhe) during NSS camp.
- c. Environmental Awareness campaign is organized to create awareness in devotes visiting to Jejuri.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- a. Research conducive atmosphere, skill development programs, career opportunities and extension activities, etc
- a. ICT facilities in all facets sharpen the academic and administrative pursuits of the institution.

Weaknesses:

- a. Rigid curriculum framework.
- b. Need to start PG centres in the College.

Opportunities:

- a. To become a reputed higher learning centre.
- b. To file application for 2f and 12b of UGC criteria to be eligible for various grants.

Challenges:

- a. Improvement in English communication and presentation skills of the students.
- b. Sustaining the existing standards and marching towards the excellence.

8. Plans of institution for next year

- a. To motivate the faculty for publication of quality publications.
- b. To enhance funding schemes through various funding agencies.
- c. To promote faculty to file minor research projects of BCUD, SPPU.
- d. To organize State and National level seminars/conferences/hands on trainings and workshops.
- e. To increase the number of collaborations with industry, academic institutes, and research institutes.



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Signature of the Coordinator, IQAC



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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 2014-2015

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