



Shri Narayanrao Babasaheb Education Society's

**SHRI VENKATESH MAHAVIDYAYALAYA,
ICHALKARNJI**

(Affiliated to Shivaji University, Kolhapur)

Govindrao High School Campus, Rajwada Chowk, Ichalkarnji ,

PIN: 416 115

District: Kolhapur, State: Maharashtra

www.venkateshcollege.com

mshrivenkatesh@yahoo.com

**ANNUAL QUALITY ASSURANCE
REPORT -2011-12**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL (NAAC)**

Bangalore- 560072

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year : Part – A
: 2011--2012

1. Details of the Institution

1.1: Name of the Institution : Shri Venkatesh Mahavidyalaya, Ichalkaranji

1.2: Address Line 1 : Govindrao High School Campus,
Rajwada Chowk

City/Town : Ichalkaranji, Dist: Kolhapur

State : Maharashtra

Pin Code : 416 115

Institution e-mail address : *mshrvenkatesh@yahoo.com*

Contact Nos. : (0230) 2424534

Name of the Head of the Institution: Dr. Babasaheb A. Khot

Tel. No. with STD Code: : (0230) 2424534

Mobile : 919422613554

Name of the IQAC Co-ordinator : Dr. Naushad M. Mujawar

Mobile: : 9822673554

IQAC e-mail address : *vmiqac230@gmail.com*

1.3: NAAC Track ID : MHCOGN10596

1.4: NAAC Executive Committee
No. & Date : EC/53/RAR/79 dated 4-09-2010

1.5: Website address : *www.venkateshcollege.com*
Web-link of the AQAR : <http://www.venkateshcollege.com/AQAR2011-12.php>

1.6: Accreditation Details

Sl. No	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	73.80	January, 2004	January, 2009
2	2 nd Cycle	B	2.12	September, 2010	September, 2015

1.7: Date of Establishment of IQAC : 1/07/2014

1.8: Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i	AQAR-2011-12	17-07-2017
ii	AQAR-2012-13	17-07-2017
iii	AQAR-2013-14	17-07-2017
iv	AQAR-2014-15	17-07-2017
v	AQAR-2015-16	17-07-2017

1.9: Institutional Status

University	State	Central	Deemed	Private
	√			

Affiliated College	Yes	No
	√	

Constituent College	Yes	No
		√

Autonomous college of UGC	Yes	No
		√

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	No
		√

Type of Institution	Co-education	Men	Women	Urban	Rural	Tribal
	√			√		

Financial Status	Grant-in Aid	UGC 2 (f)	UGC 12 (B)	Grant-in –Aid + Self-financing	Totally self-financing
	√	√	√		

1.10: Type of Faculty/Programme

Arts	
Science	
Commerce	√
Law	
PEI (Phy. Edu.)	
TEI (Edu.)	
Engineering	
Health Science	
Management	
Other (Specify)	

1.11 Name of the Affiliating University : Shivaji University, Kolhapur

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

Autonomy by State/Central Govt. / University	No
University with Potential for Excellence	No
DST Star Scheme	No
UGC-CPE	No
UGC-Special Assistance Programme	No
UGC-CE	No
UGC-Innovative PG programmes	No
DST-FIST	No
UGC-COP Programmes	No
Any other	No

2. IQAC Composition and Activities

2.1	No. of Teachers	05
2.2	No. of Administrative/Technical staff	02
2.3	No. of students	00
2.4	No. of Management representatives	02
2.5	No. of Alumni	00
2.6	No. of any other stakeholder and community representatives	00
2.7	No. of Employers/ Industrialists	00
2.8	No. of other External Experts	01
2.9	Total No. of members	10

2.10: No. of IQAC meetings held: 04

2.11: No. of meetings with various stakeholders:

No.	Faculty	Non-Teaching Staff	Students	Alumni	Others
05	02	01	01	01	00

2.12: Has IQAC received any funding from UGC during the year? : No
If yes, mention the amount : Nil

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
Nil	Nil	Nil	Nil	Nil

(ii) Themes : ---

2.14: Significant activities and contributions made by IQAC

- (1) Encouragement to faculty to undertake Minor Research Projects
- (2) Guidance about CPT & IPCC examinations
- (3) Recommendation for establishment of LCDs in classrooms
- (4) Establishment of two separate Notice Boards at the entrance of Library
- (5) Recommendation for establishment of Computer Lab-2
- (6) Providing Book Bank service to physically challenged students on priority basis
- (7) Establishment of CCTV cameras at 2 more places
- (8) Preparation of Institutional Calendar
- (9) Motivation to students for participation in off-the-campus activities
- (10) Revival of Staff Academy for knowledge-sharing
- (11) Organisation of guest lectures on practical components of syllabus
- (12) Encouragement to faculty to present research papers in seminars & conferences
- (13) Motivation to faculty to act as Resource Persons
- (14) Monitoring Analysis of Students' Feedback

2.15: Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Encouragement to faculty to undertake Minor Research Projects	2 faculty members have undertaken Minor Research Projects funded by UGC
Recommendation to establish LCDs in classrooms	The process is initiated

Recommendation for establishment of Computer Lab-2	The process is initiated to establish 2 nd Computer Lab in the existing Commerce Lab
Establishment of two separate Notice Boards at the entrance of Library	Two separate Notice Boards for the use of Library are established
Guidance about CPT & IPCC examinations	Two faculty members have undertaken the responsibility of need-based guidance of Accountancy & Statistics subjects to CPT & IPCC aspirants
Establishment of CCTV cameras at 2 more places	Two more CCTV cameras are established at two vital places in college building for security purpose
Providing Book Bank service to physically challenged students on priority basis	The library provides Book Bank facility to physically challenged students without taking any deposit from them
Preparation of Institutional Calendar	IQAC prepared the Institutional Calendar for academic year 2011-12
Motivation to students for participation in off-the-campus activities	i) Apart from Sports, Lead College & Cultural (Youth Festival) activities , two students participated in Poster Presentation , 20 students participated in Essay, Debate & Elocution competitions, 32 students participated in social activities organised by other institutions from district to state level. ii) The conveyance and food expenses were borne by the college.
Organising workshops under Lead College Scheme	Organised 3 one-day workshops under Lead College Scheme of Shivaji University on (i) Time Management (ii) Importance of Reading & (iii) Responsibilities of College Teachers in changing era
Revival of Staff Academy for knowledge-sharing	Following two faculties presented in the Staff Academy. i) Mr. A.K. Ganbawle-Preparation of Project Report for Bank Finance ii) Dr. (Mrs.) S. N. Jarandikar-Literature & Politics
Organisation of workshops on practical components of syllabus	Accountancy Association organised three workshops on contents of syllabus-- (i) Practical Banking (ii) Tally Accounting Package & (iii) Introduction to Income Tax
Encouragement to faculty to present research papers in seminars & conferences	i) Two faculties presented research papers at International Conferences. Out of these one paper was presented by Dr. W.N. Salwe at International Conference held at Paris ii) Five faculties presented in all six research papers at National Seminars

Motivation to faculty to act as Resource Persons	The following faculties worked as Resource Persons i) Dr. N.M. Mujawar-3 times ii) Dr. (Mrs.)S. H. Ambawade-1 time iii) Dr. (Mrs.) S.N. Jarandikar-2 times
Organisation of Management Games for B.B. A. students	The management games were organised under Event-2012 for B.B.A. students
Establishment of M.B.A. Counselling Cell	M.B.A. Counselling Cell was established which invited the following faculty from reputed Management Institutes to counsel the final year students about M.B.A. course & its Entrance Examination. i) DKTE (MBA Unit): 3 faculties ii) CSIBER- Kolhapur: 2 faculties iii) SGI Management Institute-Atigre: 2 faculties iv) Ideal Management Institute, Kondigre: 2 faculties

** Institutional Calendar of the year is attached as Annexure-1*

2.15: Whether the AQAR was placed in statutory body? : Yes

Management	Syndicate	Any other body
√	---	---

Provide the details of the action taken:

Data and information presented in AQAR was discussed first in faculty meeting and then approved by the management.

Part – B

Criterion – I

1. Curricular Aspects

1.1: Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented Programmes
PhD	---	---	---	---
PG	01	---	01	---
UG	02	---	01	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
Others (Short-term course)	---	01	01	---
Total	03	01	03	---

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

1.2: (i) Flexibility of the Curriculum:

CBCS	Core/Elective option	Open options
No	For UG (B.Com.)	No

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	i) B.Com. –Part I & II ii) B.B.A. –Part I & II
Trimester	---
Annual	i) B.Com.-Part-III & ii) M.Com.-

1.3: Feedback from stakeholders* (*On all aspects*)

Alumni	Parents	Employers	Students
Yes	Yes	No	Yes

Mode of feedback:

Online	Manual	Co-operating schools (for PEI)
No	Yes	No

*Analysis of the feedback provided in the Annexure-2

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

Yes. The syllabus of B.Com.-Part-I is revised by Shivaji University & made effective from June, 2013.

Salient aspects:

- i) The modern concepts of management, marketing, insurance & accounting are incorporated.
- ii) Contemporary trends in business are addressed.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1: Total no. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
28	05	06	00	17

2.2: No. of permanent faculty with Ph.D.: 03

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
05	01	06	---	---	---	17	---	28	01

2.4: No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
00	00	17

2.5: Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	02	06	04
Presented papers	02	06	--
Resource Persons	---	---	01

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

- i) Teaching Plans
- ii) PPTs for lectures
- iii) Poster Presentation
- iv) Use of dailies like Economic Times, Business Standard and magazines like Business India, Capital Market
- v) Class Assignments & Home Assignments
- vi) Seminars/ Guest (Experts) Lectures on practical-oriented contents

2.7: Total No. of actual teaching days during this academic year: 191

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

The college is affiliated to Shivaji University and evaluation reforms introduced by the University from time to time are implemented by the college. No above kind of reform is introduced by University in current year.

2.9: No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop. : 02

2.10: Average percentage of attendance of students: 83%

2.11: Course/Programme-wise distribution of pass percentage: (March/April-2012)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
B.Com.	390	2.31	15.30	49.47	5.89	72.97
B.B.A.	29	27.59	44.33	13.79	3.45	89.68
M.Com.	38	00	7.89	47.37	7.89	63.16

Only final year examination is considered.

Ms. Poonam Soni stood **First** in B.Com. & Mr. Akash Uplanch stood **Nineth** in B.B.A. in the order of Merit of Shivaji University.

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

- i) The classes start from the very first day of the term
- ii) IQAC prepares the Institutional Calendar and provides the formats of Teaching Plans which every teacher has to submit at the beginning of each term
- iii) Syllabus Completion Reports & Subject-wise result analysis is collected & scrutinised
- v) IQAC scrutinises the Self- Appraisal Reports submitted by the teachers
- vi) In-charge of Time Table committee and Staff Secretary are entrusted with day-to-day monitoring the teaching-learning process. It is done by Course co-ordinators in case of B.B. A. & M.Com. courses.
- vii) Students' feedback on teachers' is analysed

2.13: Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC- Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others (Bridge Course)	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	10	01	00	01
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- i) Research Committee of the college inspires and facilitates the teachers to undertake minor research projects and pursue doctorates and also regulates the students' research work
- ii) Before submission of research proposals, the concerned faculty submits its copy to Research Committee, which scrutinises the same and makes suggestions for improvement.
- iii) Separate computers with Internet connectivity and Wi-Fi facility is provided for free of cost to faculty & students
- iv) The latest books & periodicals on a variety of areas covered under Commerce, Management, Finance and Marketing are collected to support the faculty & students research.
- v) Encouraging the teachers to present research papers in state, national and International seminars, workshops and conferences, for which the college sanctions duty leaves and reimburses the registration fees.
- vi) The teachers are inspired to contribute as co-author for preparation of Self-Instructional Material (SIM) for Distance Education Centre of University
- vii) Motivating the faculty to participate in workshops on Research for which the college sanctions duty leaves

3.2: Details regarding major projects

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

3.3: Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	2	3	--
Outlay in Rs. Lakhs	--	--	2.51	--

3.4: Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	02	07	--
e-Journals	--	--	--
Conference proceedings	--	--	--

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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	---	---	---
Minor Projects	2 Years	UGC	Rs. 2,50,000	Rs. 1,95,000
Interdisciplinary Projects	--	---	---	---
Industry sponsored	--	---	---	---
Projects sponsored by the University/ College	--	---	---	---
Students research projects (other than compulsory by the University)	--	---	---	---
Any other(Specify)	--	---	---	---
Total	--	---	Rs. 2,50,000	Rs. 1,95,000

3.7: No. of books published

i) With ISBN No	00
Chapters in Edited Books	03
ii) Without ISBN No	00

3.8: No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy	CPE	DBT Star Scheme	INSPIRE	CE	Any Other (specify)
No	No	No	No	No	No

3.10: Revenue generated through consultancy: Nil

3.11: No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	---	---	---	03*
Sponsoring agencies	---	---	---	---	Shivaji University

* Lead college workshops

3.12: No. of faculty served as experts, chairpersons or resource persons: 03

3.13: No. of collaborations

International	National	Any other
Nil	Nil	03

3.14: No. of linkages created during this year: 00

3.15: Total budget for research for current year in lakhs: Nil

From funding agency	---
From Management of University/College	Money spent on research journals
Total	---

3.16: No. of patents received this year

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

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

Total	International	National	State	University	District	College
---	---	03	---	---	01	---

3.18: No. of faculty from the Institution:
 who are Ph. D. Guides: 03
 and students registered under them: 06

3.19: No. of Ph.D. awarded by faculty from the Institution: 00

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

JRF	SRF	Project Fellows	Any other
Nil	Nil	Nil	Nil

3.21: No. of students participated in NSS events:

University level	State level	National level	International level
49	03	01	Nil

3.22: No. of students participated in NCC events:

University level	State level	National level	International level
00	00	00	00

3.23: No. of Awards won in NSS:

University level	State level	National level	International level
00	00	00	00

3.24: No. of Awards won in NCC:

University level	State level	National level	International level
00	00	00	00

3.25: No. of Extension activities organized

University forum	College forum	NCC	NSS	Any other
03	00	00	15	01(BBA dept.)

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

- i) Visiting Orphanages, Old-age Homes, Leprosy Colonies and Schools for Mentally Retarded students and celebrating festivals (like Makar Sankranti and Raksha Bandhan) with them
- ii) Blood Donation Camps twice a year
- iii) Participation in social movements like De-addiction Movement, Rallies on Human Rights,
- iv) Cleanliness campaign at public places –*Kala Odha, Nadi Ghat* (Bank of River) areas
- v) Tree Plantation & Environment Protection
- vi) Participation in Save Environment movement organized at the time of *Ganpati Visarjan*
- vii) Participation in Traffic Safety Week/ Traffic Control Week
- viii) Celebration of Independence Day, Republic Day and World Population Day, Constitution Day, International Women Day, *Bal-Din* etc.

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	2.33 acres	---	---	2.33 acres
Class rooms	09+3	---	---	12
Laboratories	---	---	---	---
Seminar Halls	---	---	---	---
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	60	40	UGC+ College Fund	100
Value of the equipment purchased during the year (Rs. in Lakhs)	1,68,000	82,000	---	2,50,000
Others	---	---	---	---

4.2: Computerization of administration and library:

- i) The whole administrative work is done by using computers, Internet. Wi-Fi is provided in the college.
- ii) There is OPAC in the library. Two computers with Internet connectivity are placed in the library for use of faculty. Three other computers are used for storage of data regarding library.

4.3: Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	5,060	3,95,384	450	31,071	5,510	42,64,455
Reference Books	5,354	5,80,886	808	1,76,981	6,162	7,57,887
e-Books	---	---	---	---	---	---
Journals	30	NA	---	---	---	---
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	---	---	---	---	---	---
Others (specify)	---	---	---	---	---	---

4.4: Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	01	01	--	--	--	--	--
Added	--	--	--	--	--	--	--	--
Total	28	01	01	--	--	--	--	--

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

- i) Networking is provided to computers used by administrative staff
- ii) Internet & Wi-Fi is provided
- iii) Teachers & students have free access to computers & Internet facilities
- iv) The process of admission, eligibility, sending marks of internal evaluation, conduct of examination & declaration of results are carried out with the help of computers & Internet
- v) The rapport with University and Joint Director is maintained on-line for administrative purpose
- vi) The office staff is deputed to participate in the workshops organised by University for technological upgradation

4.6: Amount spent on maintenance in lakhs:

i) ICT	5.52
ii) Campus Infrastructure and facilities	0.54
iii) Equipments	0.82
iv) Others	---
Total	7.28

Criterion – V

5. Student Support and Progression

5.1: Contribution of IQAC in enhancing awareness about Student Support Services

- i) IQAC prepares the Institutional Calendar which outlines the curricular, co-curricular & extension activities
- ii) *Sudarshan*, the annual report of the college, provides the detailed reports on student activities & support services.
- iii) Prospectus & college website contains the details of all support services available to students
- iii) Display & circulation of notices & circulars and class announcements
- iv) Freshers' welcome/ Principal's address to newly admitted students

5.2: Efforts made by the institution for tracking the progression

- i) The college facilitates student progression to higher level education and employment through---.
 - Personal counseling by teachers
 - Guest lectures on professional examinations
 - Counselling sessions of eminent faculties of M.B.A. Institute.
 - Campus visits to M.B.A. Institutes
- ii) The college tracks the progression through informal feedback from students, parents, alumni and employers.

5.3: (a) Total Number of students

UG (B. Com. & B.B. A)	PG	Ph. D.	Others
1472	96	00	00

(b) No. of students outside the state: 03

(c) No. of international students: Nil

Men		Women	
No.	%	No.	%
706	45.03	862	54.97

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1256	38	00	120	03	1417	1395	37	00	135	01	1568

Demand Ratio			Dropout %		
B.Com.	B.B.A.	M.Com.	B.Com.	B.B.A.	M.Com.
1.54	2.61	3.04	1.38		

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

The college has Competitive Examination Cell operating under a committee of senior teachers.

- i) Several books on competitive examinations including NET/SET, Banking Exams. General Knowledge, Numerical Ability Test, Attitude/ Aptitude Tests are made available to students. The separate arrangement is made in the library to store these books
- ii) The college organised the State-level General Knowledge Test (MTS) in association with Yashwantrao Chavan Mahavidyalaya, Pune, for which 100 students of the college appeared. Ms. Meghmala Mulik got first rank in the test.
- iii) Venkatesh Academy, whose in-charge is the Physical Director of the college, provides coaching in Physical Fitness to the students preparing to join State Police Force & Military. This is done in the afternoon hours. Many of the students are befitted and now working in Maharashtra Police Force.

No. of students beneficiaries	100
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5.5: No. of students qualified in these examinations

NET	00
SET/SLET	00
GATE	00
CAT	00
IAS/IPS etc	00
State PSC	01
UPSC	00
Others	04

5.6: Details of student counselling and career guidance:

No. of students beneficiaries	120
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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 programmes

There is a separate Girls' Forum and Sexual Harassment (Prohibition) Committee function under the headship of senior lady teacher and a social women activist (Adv. Madhuri Kajave) respectively, which organise various gender sensitization programmes for faculty and students.

i) Ladies' Association: It organized 2-day special events in on 3rd & 4th February, 2012 under which several competitions exclusively for girl students were conducted. To carry out this event, various Sub-Committees of students are formed and the required autonomy and freedom is given to them.

ii) Sexual Harassment (Prohibition) Committee: The committee created awareness among students about gender-equality.

5.9: Students Activities

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

	State/ University level	National level	International level
Sports/Games	52	---	---
Management Events	---	---	---

No. of students participated in cultural events

State/ University level	17
International level	--
National 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
Sports/Games	08	---	---
Management Events	---	---	---

Cultural:

	State/ University level	National level	International level
Cultural Events	01	---	---

5.10: Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	29	20,260
Financial support from government	389	7,76,000
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

5.11: Student organised / initiatives

Fairs:

State/ University level	Nil
International level	Nil
National level	Nil

Exhibition:

State/ University level	Nil
International level	Nil
National level	Nil

5.12: No. of social initiatives undertaken by the students: 14

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

- i) The major exam-related grievances were about marks not displayed by University on mark-lists and the present students were shown absent in the final mark-lists. They were sorted out by sending the exam, co-ordinator and clerk to the examination department of University.
- ii) The students having low percentage of marks in qualifying examination loose the opportunity of admission to B.Com., B.B.A. & M. Com. courses

Criterion – VI

6. Governance, Leadership and Management

6.1: State the Vision and Mission of the institution

Vision:

‘To become the premier educational institution to provide quality commerce education blending with moral and civic values, relevant in the present context’

Mission:

‘To impart quality education in commerce to all classes of society and mould the students into socially responsible citizens and to contribute in the development of human resources to meet the contemporary challenges’

6.2: Does the Institution has a Management Information System

Yes. The college gathers the data relating to students (from admission till declaration of result and issuance of T.C) , teachers and administrative staff (from appointment till date & retirement) and also of the meetings conducted, resolutions passed & decisions taken at the meetings etc. , constantly updates it & retrieves as & when needed for decision-making by the Heads, the Principal & the Management. The data is preserved in both modes –manual and computerised.

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

6.3.1: Curriculum Development

i) As a member of sub-committees, the faculty members actively participated in revision of syllabus. Beforehand, they informally discuss with the colleagues and external experts about the existing contents of a paper & the latest developments which need to be incorporated in the syllabus.

6.3.2: Teaching and Learning

- i) Submission of teaching plan in the format provided by IQAC is made obligatory
- ii) Along with the conventional lecture method, the faculty use the modern teaching techniques like GD, class seminars, debates, remedial coaching, guest lectures.
- iii) Teachers use LCD for some lectures
- iv) Commerce Lab
- v) Final year students of B.B.A. & M. Com. & second year students of B.Com. & B.B.A prepares research projects

6.3.3: Examination and Evaluation

In accordance with the reforms introduced by Shivaji University in respect of examination, the evaluation is done as follows.

- i) The subject teachers conduct the Oral Test of students of B.Com.-Part-I
- ii) The subject teachers give Home Assignments of students of B.Com.-Part-II & Home & Class Assignments of B.B.A.-Part-I, II & III

- iii) Home Assignments are given to B.Com.-Part-III students & also their Orals are conducted by the concerned subject-teachers
- iv) Semester-wise examinations of B.Com.- & BBA-Part-I & II are conducted as per University's examination programme. The examination of final years of B.Com., M.Com. & BBA are conducted on annual basis.
- v) Centralised Assessment Programme for B.Com.-Part-I & B.B.A.-Part-I is conducted by the college
- vi) Post-examination grievances are redressed by the respective examination committee (The college has formed separate Examination Committee for each class)
- vii) In case of first year, the photo-stat copies of answerbooks are provided to students against their application & payment of fees of Rs. 150/- per paper

6.3.4: Research and Development

- i) Research Committee of college scrutinizes the research proposals to be submitted for M.Phil., Ph.D. & minor research projects etc. & makes suggestions, if any for its improvement.
- ii) Teachers are encouraged for presentation of research papers at seminars & conferences at national & international levels and also for publication of research articles & books
- iii) Teachers are motivated to do Ph.D. and undertake minor research projects
- iii) Students are provided Research Guides for their project preparation & also latest books & computers with Internet facility

6.3.5: Library, ICT and physical infrastructure / instrumentation

- i) Library Advisory Committee decides the budget allocation for each major subjects which is utilised accordingly for enrichment of the library in terms of latest edition of a variety of titles covered under commerce & management
- ii) Teachers & students are given freedom of choosing the books from the Book Exhibition held twice a year in the college, which are purchased by the college
- iii) OPAC is in place
- iv) LCD projectors are provided in classrooms
- vi) Wi-Fi connectivity & CCTV surveillance for 24 hours is provided
- vii) LMC & IQAC looks after the development of physical infrastructure

6.3.6: Human Resource Management

- i) Involvement of all faculty members in college activities
- ii) Maintenance of service records of all employees
- iii) Encouragement for academic & professional development
- iv) Assignment of new responsibilities
- v) Opportunity to participate indecision-making process
- vi) Welfare schemes in the form of group insurance, retirement benefits and loan facility

6.3.7: Faculty and Staff recruitment

- i) Roster is maintained as per state government rules
- ii) Faculty & staff recruitments are made through advertisement as per rules of UGC, Government of Maharashtra & University
- iii) Management recruits the temporary faculty & office staff purely on temporary basis as per requirement

6.3.8: Industry Interaction / Collaboration

- i) Student Research Projects on local banks & industries
- ii) Guest lectures for students
- iii) Sponsorship of college events

6.3.9: Admission of Students

- i) The college has a systematic and transparent admission process which complies the norms of affiliating university and state government and meticulously monitored by the Admission Committees.
- ii) Admission to all courses is done purely on merit basis

6.4: Welfare schemes for

Teaching	<ul style="list-style-type: none"> i) Retirement Benefits (GPF, Gratuity & Pension) ii) Group Insurance, iii) Loan Facility iv) Medical Reimbursement
Non-teaching	<ul style="list-style-type: none"> i) Retirement Benefits (GPF, Gratuity & Pension) ii) Group Insurance, iii) Loan Facility iv) Medical Reimbursement
Students	<ul style="list-style-type: none"> i) Earn & Learn Scheme ii) Scholarships including Merit Scholarship iii) Students' Aid Fund iv) Group Insurance v) Cash prizes & Mementoes

6.5: Total corpus fund generated: Nil

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	No	---	---	---
Administrative	No	---	---	---

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

For UG Programmes:

Yes	
No	√

For PG Programmes:

Yes	
No	√

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

- (i) B,Com-Part-I: 10 marks for Oral and 40 marks for University examination for Sem.-I & II
- (ii) B,Com-Part-II: 10 marks for Home Assignment and 40 marks for University examination for Sem. -III & IV
- (iii) B,Com-Part-III: Terminal Examination of 40 marks to be converted in 10 marks and Home Assignments of 25 marks for each semester to be converted in 10 marks. This is how; there was internal evaluation of 20 marks and annual University examination of 80 marks.

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

Not Available

6.11: Activities and support from the Alumni Association

- i) Some alumni enlightened the current students on the matters of Taxation, Banking & Budget etc.
- ii) Alumni Assemblage was organised

6.12: Activities and support from the Parent -Teacher Association

- i) PTA meets every year
- ii) Reviews and suggestions of parents are collected on the students' & teachers' performance & student support services

6.13: Development programmes for support staff

The office employees are deputed to participate in workshops on technology up-gradation & on-line submission of internal marks of students.

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

- i) Tree plantation on the campus
- ii) No vehicle day is observed on 15th day of every month
- iii) Use of tobacco in any form is banned in the college 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.

The following innovations introduced during the current academic year have created the positive impact on the functioning of college.

- i) Introduction of Basic English Course for Spoken Skills
- ii) Minor Research Projects undertaken by some faculties
- iii) Faculty participation in seminars & conferences and presentation of research papers
- iv) Faculties' contribution to Distance Education Centre as unit-writers
- v) Faculties' contribution to other institutions as Resource Persons
- vi) Guidance about CPT & IPCC examinations

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

Most of the plans are carried out as per plan.

7.3: Give two Best Practices of the institution

Best Practice-1: 'Vent to students' cultural talents'

Best Practice-2: 'Need-based guidance for professional examination-CPT & IPCC'

7.4: Contribution to environmental awareness / protection

- i) Cleanliness campaign & pollution prohibition move (especially at the time of *Ganpati Visarjan*)
- ii) Tree plantation
- iii) Observance of No Vehicle Day
- iv) Ban on use of tobacco in any form

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:

- i) Central location
- ii) High demand ratio
- iii) More student-centric co-curricular activities
- iv) Presence of students in order of merit of Shivaji University

Weaknesses:

- i) Infrastructural constraint
- ii) Limited resources
- iii) No consultancy services

Opportunity:

- i) Introduction of short-term add-on courses
- ii) Research & Publication

Threat:

- i) Establishment of collaborations & linkages
- ii) Tracking the outgoing students
- iii) Use of OERs for teaching

8: Plans of institution for next year

- i) Starting short-term Certificate & Diploma Courses
- ii) LCDs in classrooms
- iii) More computers for students' use
- iii) IT & Gender Audit
- iv) Fillip to faculty research work
- v) Fillip to students' participation in cultural activities

(Dr. Naushad M. Mujawar)

Co-ordinator, IQAC

(Dr. Babasaheb A. Khot)

Chairperson, IQAC

Annexures:

1) Institutional Calendar (Academic Year: 2011-2012)

Month	Activity
May-June	Declaration of results by Shivaji University (B.Com. ,B.B.A, M.Com.) Admission process LMC meeting
June	Admission process continues for B.Com.-Part-I , M.Com. & B.B.A.) Staff Meeting-1 (Agenda: Plan of teaching work, Annual distribution of teaching and departmental work (co-curricular & extension work), Discussion on 'Result Analysis') Testing of knowledge of freshers & its reporting Welcome Function (Principal's address to freshers) Library Orientation Registration of NSS volunteers NSS regular activities (Celebration of <i>Shahu Jayanthi</i> - 26 th June) Formation of Students' Working Committees for all College Associations Inauguration of College associations Submission of Teaching Plans IQAC Meeting
July	NSS Orientation Programme Display of Final Time Table (For UG & PG sections) Purchase Committee meeting Co-curricular activities by various college associations NSS regular activities (i) Students' Day ---9 th July (ii) World Population Day-Essay Competition-11 July Participation of sports teams in tournaments
August	Meeting of Library Advisory Committee (Agenda: Department-wise allocation of budget & other relevant issues) NSS regular activities (9 th August <i>Kranti Din Rally</i>) Survey by NSS volunteers in adopted village Independence Day (15 th August) Sports (Zonal & Inter-zone tournaments) Co-curricular activities by college associations Internal Evaluation (Home Assignment-1 for B.Com-Part-III) (Last Date : 30/08/2011) Mid-term Staff Meeting (Agenda: Review of academic & departmental work) Updating of College Website (31 st August according to MDN)
September	Formation of Students Council Co-curricular activities by college associations Teachers' Day (5 th September) by NSS dept. International Literacy Day/ Week (8 th September) Internal Evaluation (Home Assignment-1 for B.Com-Part-II) (Last date 30/09/2011)

	<p>Social Service Scheme Day (24th September) Oral Examination for B.Com.-Part-I IQAC Meeting One-day Workshop under Lead College Scheme</p>
October	<p><i>Gandhi Jayanthi</i> (2nd October) by NSS dept. World Meal Day (16th October) by NSS dept. Meeting of Students' Council IQAC Meeting Transport Safety Week (24th to 30th October) by NSS dept. National Integration Day (31st October) by NSS dept. Terminal Examination (For B.Com.-Part-II & III) Sports (<i>Ashwamedha</i>) I-Term-End Meeting (Teaching & Non-Teaching Staff) Semester-I Examination for B.Com.-Part-I by Shivaji University (19th Oct.2011 & 31st Oct.2011)</p>
<p>Diwali Vacation ---24/10/2011 to 14/11/2011 (Examination of B.Com.Part-I , Assessment & Moderation ... CAP at Shivaji University)</p>	
November	<p>College reopens on 15th November, 2011 Cleanliness Campaign on occasion of Shivaji University Foundation Day by NSS dept.(18th November) Mother Day (19th November) by NSS dept. Purchase Committee Meeting Co-curricular activities by college associations Meeting of Students' Council</p>
December	<p>World AIDS Day (Rally-1st December) by NSS dept. Human Rights Day (10th December) by NSS dept. Internal Evaluation (Home Assignment-2 for B.Com-Part-II &III) (Last week) IQAC Meeting LMC Meeting Co-curricular activities by college associations PG Faculty Meeting (Agenda: To take review of Project Reports) One-day Workshop under Lead College Scheme</p>
January	<p>Savitribai Phule (Rally-3rd January) by NSS dept. National Youth Day---Blood Donation Camp (12th January) by NSS dept. Traditional Day at College & Tilgul Watap on occasion of <i>Makar Sankranti</i> at Leprosy colony 2-Day Special Event for Girls (Under Ladies' Association) Republic Day Special Camping Programme (NSS) at Mouje Takwade One-day Workshop under Lead College Scheme Mid-Term Staff Meeting</p>
February	<p>Co-curricular activities by college associations Annual Prize Distribution Ceremony Preliminary Examination (For M.Com.-Part-I &II)</p>

	Teachers' Evaluation by Students Meeting of Students' Council Physical Education Examination for B.Com.-Part-I students
March	Women Day (Rally) at Mouje Takwade by NSS dept (8 th March) Meeting of Library Advisory Committee (Agenda: To take review of utilization of library budget) World Health Day (21 st March) Preliminary Examination (For M.Com.-Part-I &II) Exam-oriented Guidance to Students
April	Performance Appraisal of Teaching and Non-Teaching Staff (Through Self-Appraisal System and APOS respectively) IQAC Meeting Annual University Examination (B.Com.-II &III, BBA & M.Com.) Semester-II Examination for B. Com.-Part-I II-Term-End Staff Meeting (Agenda: Formation of Prospectus & Admission Committees) Submission of Syllabus Completion Report LMC Meeting
May	University Examination Assessment and Moderation (Central Assessment Programme as chalked out by Shivaji University)

2) Analysis of Feedback

i) Students' Feedback:

During the academic year 2011-12 the Students' Feedback Committee collected duly filled up feedback forms from the students of each class. The feedback form contained 20 questions divided in two parts relating to the teaching, learning and evaluation. The questions were arranged on 5-point Likert's Scale. The students selected per teacher were asked to rate those questions as 'Strongly Agree', 'Agree', 'Neutral', 'Disagree' & 'Strongly Disagree.' The students were selected by using Stratified Sampling method and the Weighted Average method was used to compute the score per teacher. The collected feedback forms were evaluated in most confidential manner to sort out faculty into three categories i.e. good, average & below-average performers. Grievance Redressal Cell and Result Analysis are the other modes open to the Principal to cross-examine the feedback report so received from the committee. Having arrived at the perfect conclusion about the teachers' teaching-learning performance, the Principal confidentially shares the summary of the feedback with the individual teachers, from which they can understand their strengths and weaknesses.

Depending on score the teachers were classified in four categories, such as 'Best', 'Good', 'Average' & 'Below Average'. The feedback analysis of 20 teachers including temporary teachers revealed the following picture.

Score	Category	No. of Teachers
81to100	Excellent	00
61 to 80	Best	00
41 to60	Good	19
21 to 40	Average	01
0 to 20	Below Average	00

ii) Feedback by Parents:

The feedback from parents is collected in PTA meets as their remarks, which is discussed in the IQAC meetings.

iii) Feedback by Peers & Alumni:

The feedback from fellow teachers our college and that of other colleges meeting in Shivaji University Commerce and Management Teachers Association (SUCOMATA) and alumni (especially C.As) has led to incorporate the recent trends in business management, law, accounting & auditing in the syllabus revised every three years by Shivaji University.