

M.C.E. Society's
Abeda Inamdar Senior College of Arts Science and Commerce
**The Annual Quality Assurance Report (AQAR) of the IQAC - July 2013-
June 2014**

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	M.C.E. Society's Abeda Inamdar Senior College of Arts, Science and Commerce.
1.2 Address Line 1	2390B, K.B.Hidaytullah Road, New Modikhana,
Address Line 2	Azam Campus, Camp,
City/Town	Pune
State	Maharashtra
Pin Code	411 001
Institution e-mail address	principal-aisc@azamcampus.org shailabootwala@azamcampus.org
Contact Nos.	020-26446970
Name of the Head of the Institution:	Dr. E.M.Khan
Tel. No. with STD Code:	020-26446970
Mobile:	9422013735
Name of the IQAC Co-ordinator:	Mr. Shaukat N Khan
Mobile:	9923898429
IQAC e-mail address:	iqacaisc@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) :12719

1.4 Website address:

www.abedainamdarcollege.org.in

Web-link of the AQAR:

<http://www.abedainamdarcollege.org.in/AQAR 13-14.Pdf>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.15	16.2.2004	16.2.2009
2	2 nd Cycle	A	3.14	05.1.2013	04.1.2018
3	3 rd Cycle				
4	4 th Cycle				

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

20.02.2004

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

2013-14

1.8 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 2012-13 submitted to NAAC on 21/10/2013 (uploaded)

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 12B

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering Health Science Management
Others (Specify)

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

University of Pune

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

15

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

03

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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 : **NIL**

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Under the guidance of the IQAC the college organised one National Level and one International Level Conference very successfully.
2. This year the IQAC succeeded in procuring 100 ISBNs for the college.
3. The department of computer science organized a Certificate Course in German Language . They also organized an android training program for all post graduate computer science students. Both these activities were initiated by IQAC
4. The Commerce department of the college in collaboration with The Muslim Co-Op Bank organized a one Week Training Program culminating in a Certificate Course in Banking for all its third year undergraduate students. IQAC helped in the execution of this course.
5. The Departments of Urdu, Hindi and Marathi organized "The Lady Tahirunnisa Tri Lingual Elocution Competition" at the state Level. This competition due to the diligence of the IQAC received wide coverage through ETV.

2.15 Plan of Action by IQAC/Outcome : **Compiled academic calendar (uploaded separately)**

Web link: <http://www.abedainamdarcollege.org.in/PDF/Academic%20Calender%202013-14.pdf>

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
1.All activities of the college were planned at the beginning of the year 2. Introduction of a system of inter-departmental administrative audit 3.Introduction of E- Teachers' Diary in place of the traditional teachers' diary 4. To initiate feedback on biometric Attendance	1. All departments successfully executed the planned activities 2. Departments cross-checked and verified the documentary evidence of information submitted through AQAR. Further the Heads were authorised to check the yearly routine performance of each other's departments and certify the same as being complete. 3. From the second term onwards, the traditional Teachers Diary was discontinued and an E-Teachers Diary was introduced. This e diary is a step towards paperless administration. 4. A feedback on the bio metric attendance was forwarded to the teachers. This ensures an honest compliance of the requirements of the UGC.

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body **LMC**

Provide the details of the action taken

The AQAR was placed before the Local Management Committee of the college .The management appreciated the efforts of the college towards quality enhancement.

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	03	-	03	--
PG	12	01	13	--
UG	21	-	15	--
PG Diploma	01	-	01	01
Advanced Diploma	-	-	-	-
Diploma	02	-	02	02
Certificate	04	-	04	04
Others	04	-	04	04
Total	47	01	42	11

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

The U.G curriculum of all the courses offers a number of elective options. Along with the approved core subjects of the University Curriculum, a student is allowed to offer any elective option. An option is also available to the student to pursue any Certificate course offered by the college, along with the regular degree program.

From the current year 2013-14, the University of Pune has introduced the choice based credit system for all P.G programs

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	-
Annual	03

1.3 Feedback from stakeholders* Alumni Parents Employer Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure--- Annexure A*

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

1. Syllabus for all first year undergraduate and first year post graduate programs has been revised by the University of Pune during the academic year 2013-14.
2. Choice based credit system has been introduced during the year 2013-14 for all post graduate programs.

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	Asst. Professors	Associate Professors	Professors	Others
	80	70	09		01 (Principal)

2.2 No. of permanent faculty with Ph.D. 17

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
	59	nil	nil	nil	nil	nil	nil	nil	59	nil

2.4 No. of Guest and Visiting faculty and Temporary faculty 12 25 22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	23	69	51
Presented papers	37	65	09
Resource Persons	01	03	01

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

Teachers make use of ICT in the teaching learning process:

1. Videos and films are used to make the teaching learning process more interesting
2. Students are encouraged to make audio visual presentations
3. Experiential Learning is a technique used by the Faculty of Commerce. The students are encouraged to operate in a business environment and put their academic knowledge to use in this business environment. This business environment is created for the students during events like “Commerce Week” and “Management Fiesta”. During both these weeks students explore their academic understanding of various commercial concepts and theories through role plays, mock enactments, business transactions, management games etc. in this business environment.
Students are also taken to various manufacturing and service industries to gain a first-hand experience of the work culture and environment of an organisation.
4. Various skill oriented short term courses are offered to reinforce the academic learning in related subjects. Eg. A course in mock stock exchange reinforces the academic learning in the subject Company Law. A course in Bank training reinforces the academic learning in the subject banking and the certificate course in Computerised accounting and taxation gives the practical edge to the theory of accountancy and taxation. Certificate course in English enables the students to enhance their oral and written skills in English.
5. In order to make our graduates work ready, interview skills and personality development programs are routinely organised for the students.
6. Quiz, seminars, Review writing, teaching and learning through direct internet usage in classroom, case studies and e assignments are conducted for students.

2.7 Total No. of actual teaching days during this academic year 180 days

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

1. Bar coding for all University Examinations of SY, TY and postgraduate courses has been introduced by the University of Pune from this academic year.

2. Open book examinations for internal evaluation have been implemented by certain departments.

2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 07 02 39

2.10 Average percentage of attendance of student 77%

2.11 Course/Programme wise distribution of pass percentage :

2.11 Course/Programme wise distribution of pass percentage:

Sr. No.	Class	Fresh Appeared	Distinction	First Class	Higher Second Class	Second Class	Pass Class	Total Passed	Fresh Passing %	Backlog	Total Appeared
1	TYBA	182	30	75	23	11	2	141	77.5	26	208
2	TYBCom	516	20	103	87	85	27	322	62.4	65	581
3	TYBSc	116	39	38	13	1	0	91	78.4	23	139
4	TYBSc (CS)	91	3	18	3	2	0	26	28.6	0	91
5	TYBBA	144	10	33	31	33	13	120	83.3	4	148
6	TYBCA	153	3	26	29	30	4	92	60.1	23	176
7	M.A. (Urdu)	12	11	1	0	0	0	12	100.0	0	12
8	M.A. (Sociology)	36	0	17	1	9	1	28	77.8	0	36
9	M.A. (English)	44	0	15	9	9	2	35	79.5	0	44
10	M.Com.	64	4	23	12	14	7	60	93.8	14	78
11	M.Sc. (Micro.)	21	0	5	1	0	0	6	28.6	13	34
12	M.Sc. (Anal.)	46	1	16	2	4	0	23	50.0	28	74
13	M.Sc. (Org.)	34	2	15	7	0	0	24	70.6	25	59
14	M.Sc.(Maths)	22	1	8	2	3	1	15	68.2	7	29
15	M.Sc. (CS)	62	6	34	12	3	0	55	88.7	0	62
16	MCA (Com)	22	4	16	2	0	0	22	100.0	6	28

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

The IQAC has assigned the responsibility to each head to monitor the teaching learning process in his/her department.

Any deviations from the time table are pointed out by the head. Further all heads make surprise visits to the various classes being conducted.

Further the Vice –Principal of the college, monitors the performance of the various heads.

A timetable of each laboratory and class room is submitted together with the individual work load of each faculty member, to the principal, so that he can at random conduct a surprise check on the availability and functioning of any staff member.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	01
Staff training conducted by the university	04
Staff training conducted by other institutions	17
Summer / Winter schools, Workshops, etc.	19
Others	27

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	49	nil	Nil	nil
Technical Staff			02	

Criterion – III

3. Research, Consultancy and Extension

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

The college has appointed a research co-ordinator. This research co-ordinator is a liaison officer between the staff and the various grant disbursement authorities. All information relating to availability and disbursements of research grants are brought to the notice of the staff by her. Further she also provides guidance to the staff pertaining to application of research grants.

The management provides funds to the staff for attending conferences and travel grant for presentation of research papers. Further duty leave is given to staff to attend conferences and present papers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		4.10		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		04	02	10
Outlay in Rs. Lakhs		7.95	4.10	20.30

3.4 Details on research publications

	International	National	Others
Peer Review Journals	49	09	-
Non-Peer Review Journals	-	-	03
e-Journals	-	-	-
Conference proceedings	01	37	02

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	2012-14	UGC	Rs. 4.1 lakhs	Rs. 2.6 lakhs
Minor Projects	2012-14	UGC	Rs. 3.7 lakhs	Rs. 2.65 lakhs
	2012-14	UGC		
	2013-15	BCUD	Rs. 6.10 lakhs	Rs. 3.05 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			Rs. 13.9 lakhs	Rs. 8.3 lakhs

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	01	01		03	
Sponsoring agencies	UGC	UGC		UGC + AISC, Pune	

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

3.13 No. of collaboration : 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	--
	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	Dist	College
02	01	01	--	--	--	--

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 College forum
NCC NSS Any other

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

1. Blood donation Camp
2. Program conducted under cluster 1A - Self employment generating activity for college girls
3. Adoption of unskilled women around the campus to provide them with skill based training.
4. Free blood group identification for the above adopted women.
5. Free Health checkup and dental check up for villagers of Bopgaon

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing (Sq/ft)	Newly created	Source of Fund	Total
Campus area	10,34,550			
Class rooms	27,632.65			
Laboratories	46,308.77			
Seminar Halls	2,006.54			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	22			
Value of the equipment purchased during the year (Rs. in Lakhs)	1,31,060			
Others				

4.2 Computerization of administration and library: Library automation is completed with Vriddhi Software.

Use of ICT in Library Activities:

1. Book Accessioning
2. Online Public Access (OPAC)
3. Issue and Return
4. Journals / Magazine Accessioning
5. Barcode Technology
6. I.D Card Generation

Details of Computers in Administration & Library:

Administration	No. of Computers	Library	No. Of Computers	Total
Vice Principal	1	Book Issue Section	9	
Principal	1	E -Library	80	
Back office	7			
E-Administration	4			
Account Department	4			
College Office	3			
Total	20		89	109

4.3 Library services:

1. Lending Service
2. Reference Service
3. Current Awareness Service
4. Text Book Service
5. Book Bank Service
6. Inter Library Loan Service
7. Newspaper Service
8. Question paper Service
9. Internet Service
10. On line reading room using computers
11. Off line reading room

Library Department Book Details

Particulars	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15,999	16,24,879.50	1,138	1,68,385	17,137	17,93,264.50
Reference Books	16,498	59,01,737.75	253	1,13,833.80	16,751	60,15,571.55
e-Books	http://nlist.inflibnet.ac.in/					
Journals	85	1,02,661	84	1,06,764		
e-Journals	http://nlist.inflibnet.ac.in/					
Digital Database	http://nlist.inflibnet.ac.in/					
CD & Video	1455		52		1507	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	391	09 (227)	-	01 (71)	-	08	85	Scanner-6 Printers-162 LCD-14
Added	50	45	-	-	-	03	02	Printers-12
Total	441	272	-	71	-	11	87	-

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

1. The college has 444 computers. All the computers are connected to a lease line internet with a speed of 156 mbps. The college campus is secure Wi-Fi enabled with a speed of 54 mbps along with 5 routers. Every student and staff is provided with a Wi-Fi connection on his/her laptop, tablet or smart phone.
2. The Computer Science Department has adopted client-server technology with Dell Xeon 410 Server having 150 clients.
3. Technical upgradation of machines, softwares and anti viruses of all the departments of senior college is maintained by The department of Computer Science. Some machines of E-Library and other departments are maintained by The Hardware Academy of Azam Campus under an Annual Maintenance Contract (AMC) and the contract is renewed every year.
4. The college has adopted the ERP software Vridhhi. Thus teachers and students can communicate and exchange notes and feedback through this ERP software. This software also helps in smooth and easy Online Admissions. Time tables and upcoming events are also displayed through this software. Teachers can maintain their daily teaching plan using the E-teacher diary provided by the software.

5. UPS backup for LAB – I , II, III Office 20 K.V
LAB IV, V 20 K.V, E-Library 30 K.V , LAB VI, VII PG Building 10 K.V + 5 K.V
Library 3 K.V + 3 K.V and Exam 2.5 K.V
6. The management provides computer technology up gradation workshops and faculty development programs free of cost for all interested staff and students. Most of these workshops are organised by the In house I.T department of the campus.
7. The College has an online e library containing, around 5,000 books which can be accessed by any student from any computer in the campus.
8. The college has a central e library containing 100 computers. This e library is also used to give training to students in the tally soft ware.
9. The Chemistry department hosts a Blog spot, uses molecular modeling (Chem Draw) and Auto Docking.
10. All the departments have their own blogs.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.27,136
ii) Campus Infrastructure and facilities	8.56,464
iii) Equipment	0.41,506
iv) Others	5.48
Total :	16,73,106

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college provides the following students support services:

1. Earn and Learn Scheme
2. Poor fund- Rs 50 per month is contributed by every teacher for economically weak students.
3. Various state government , central government and other corporate scholarships and freeships
4. Azam Sports Scholarship for sports students
5. College fee concessions to economically backward students provided by the management.
6. College fee concessions to sports students provided by the management.
7. The directorate of employment, government of Maharashtra has introduced a web portal for enrolling all graduates. This web portal has been activated from Jan 2014. The college helps its graduate students to enrol on this portal.

Information about all the above is given wide publicity through notices put up on notice boards as well as circulated in the classrooms. Messages about the same are sent to the students through the vridhdie software too.

5.2 Efforts made by the institution for tracking the progression

The college conducts post graduate programs in Commerce, Arts, Science and Computer Science. Most of the undergraduate students of the college take admission in these post graduate courses. The college has research centres in English, Commerce and Chemistry. Most of the Alumni of the college take admission to these research centres. Further the college has an alumni association with which the students are associated. Efforts are made to contact students through e mails sent to them through the alumni association. However the college does not receive a high response to regular emails from the ex students of the college. Some Departments keep in touch with their students through regular Alumni Meets.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3621	888	05	---

(b) No. of students outside the state : UG + PG 121 + 90

(c) No. Of International students : UG + PG 160 + 23

Men UG + PG

No	%
1270+364	36.19

Women UG + PG

No	%
2351+529	63.81

Undergraduate

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3408	219	04	268	09	3899	3400	119	05	87	10	3621

Demand ratio 1:1.10 Dropout % : 1.5%

Post Graduate

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
828	20	05	31	--	884	837	23	00	32	01	893

Demand ratio 1:1.5 Dropout %--- 0.5%

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

1. The college in association with BARTI (Baba Saheb Ambedkar Research and Training Institute) runs classes for MPSC, UPSC and Banking Services examinations. Our students can avail of this facility for free.
2. Chemistry - Workshop, extra lectures for SET / NET have been organized for students. Paper solutions for NET and Chemiad examination are discussed with the students.

No. of students beneficiaries

07

5.5 No. of students qualified in these examinations

NET	<table border="1" style="display: inline-table; text-align: center;">05</table>	SET/SLET	<table border="1" style="display: inline-table; text-align: center;"> </table>	GATE	<table border="1" style="display: inline-table; text-align: center;"> </table>	CAT	<table border="1" style="display: inline-table; text-align: center;"> </table>
IAS/IPS etc	<table border="1" style="display: inline-table; text-align: center;"> </table>	State PSC	<table border="1" style="display: inline-table; text-align: center;">01</table>	UPSC	<table border="1" style="display: inline-table; text-align: center;"> </table>	Others	<table border="1" style="display: inline-table; text-align: center;">01</table>

5.6 Details of student counselling and career guidance

1. Chemistry – Students are counselled for further studies like MSc, PhD, B.Ed, M.Ed and competitive exams.
2. Microbiology - Guest Lecture on Career Guidance was organized for UG and PG students.
3. Biotechnology - Students' counselled regarding their studies and other problems
4. A resume writing workshop was organised by the department of Computer science.
5. Students are encouraged to enrol with the government web portal “maharozgar .gov.in” for various opportunities in public and private sectors.
6. Career guidance and counselling is done by individual teachers

No. of students benefitted

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
14	258	35	97

5.8 Details of gender sensitization programmes

Gender Sensitization programs were organised for students of Arts, Science and Commerce faculty separately by Student Welfare Association, Vidyarthini Manch in association with a NGO 'Abhiviyakti'.

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 : (Academic Year 2013-14)

	Number of students	Amount (To be received)
Financial support from institution	----	----
Financial support from government		
1. SC	175	39,41,184.00
2. NT	37	
3. SBC	8	
4. OBC	122	
5. ST	4	
TOTAL	340	
Financial support from other sources		
1.Eklavya Sahaya	19	Applied
2.Arthik Sahay	59	
3.Krantijyoti Savitribai scholarship	15	
4. Maharshi Shahu Sch	10	
5. Arthik Durbal	30	
Number of students who received International/ National recognitions	-----	-----

(A.Y.2012-13)

	Number of students	Amount (received)
Financial support from institution	----	----
Financial support from government		
1. SC	181	1527664/-
2. NT	10	175466/-
3. SBC	38	--
4. OBC	7	--
5. ST	148	1051191/-
TOTAL	384	2754321.00
Financial support from other sources		
1.Eklavya Sahaya	3	15000.00
2.Maharashtra Govt. Metric Minority	179	988586.00
3.Krantijyoti Savitribai scholarship	8	40000.00
4. Central Govt. Post HSc Minority Sch	54	959575.00
5. Arthik Durbal	6	27000.00
Number of students who received International/ National recognitions	-----	-----

5.11 Student organised / initiatives : **NIL**

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

Mission Statement: Read to Lead

Vision :

Education to the minority section of the society belonging to the socially, educationally and economically weaker background.

To educate is to empower

To educate women is to empower a nation

6.2 Does the Institution have a management Information System : **YES**

The college management has a three tier level Management Structure- At the top is the Local Management Committee which is the decision making body. At the second level is the Principal - Vice Principal & Head of the Departments. This is the executing body. And at the lower level are the teachers and students, who are the performing body. The management committee's vision leads to developing the objectives which are executed by the second and third level of the management structure.

The college uses the ERP software "Vriddhie". All data pertaining to students, library books , fee payments received etc is available to the management for decision making as and when required.

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

6.3.1 Curriculum Development

The college is affiliated to University of Pune. As such it follows the syllabus structured by University of Pune.

Some of the faculty members are on the Board of Studies and are actively involved in the Syllabus restructuring process.

Some faculty members actively participate in Syllabus restructuring workshops.

The college offers subject related skill development autonomous certificate courses (ACC) to inculcate an in-depth academic and practical knowledge of the various subjects.(ACC like tally and bank training,)

6.3.2 Teaching and Learning

1. Remedial and meritorious coaching, seminars, PPT, GD, industrial visits are organised for the students.
2. Financial assistance is provided to the students for attending seminars, workshop and national & International conferences.
3. ICT methods were adopted for teaching purpose.
4. Students are encouraged to participate in various research competition where they present oral papers and posters.
5. Guest lectures on specialized topics were organised by the department.

6.3.3 Examination and Evaluation

- 1) Regular class test for internal assessment.
- 2) Teachers are encouraged to take part in all examination duties
- 3) Internal squad is appointed during exams.
- 4) CCTV camera is also installed in the examination section.
- 5) Internal CAP is conducted for the term end examination and the F.Y. annual examinations.
- 6) For the Credit system postgraduate examinations –internal evaluation is carried out.

6.3.4 Research and Development

- 1) Major and Minor Research projects funded by UGC & BCUD.
- 2) Conferences and symposia attended by staff and students.
- 3) Research papers published in international & National journals by staff and students.
- 4) Posters presented in various conferences by staff and students.
- 5) International conference was Organized by chemistry department and member colleges of ISTRA.
- 6) Lectures of research scholars were organised by various departments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1) Departmental library with reference books and back issues of Journals.
- 2) Usage of Multimedia room, computers and projector for ICT method.
- 3) Purchase of new instruments by various science departments.
- 4) Required physical Infrastructure facilities are provided by the management
- 5) Fibre optic internet facility provided to all departments.

6.3.6 Human Resource Management

- 1) Qualified staff is appointed as per work load requirement.
- 2) Staff are encouraged to pursue higher education
- 3) Staff is relieved to attend Orientation Training Programs and Refresher Programs.
- 4) Training in various latest computer applications is provided to interested staff
- 5) Staff is encouraged to update their knowledge by attending conferences, seminars and symposiums.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited on merit basis as per UGC and university norms.

6.3.8 Industry Interaction / Collaboration

1. Department of Chemistry -MOU signed between ISTRA and Kansas Medical Center, USA.
2. Department of Microbiology- signed MOU'S with: BIOGENOX (I) INC ,ANAMOL LABORATORIES, WOBBLE BASE BIORESEARCH
3. Department of Microbiology - **Collaborations:** 1.M.A Rangoonwala College of Dental Sciences and Research Center, Pune: **2** Research Projects ; K.E.M Hospital Research Center: **1** Project; Centre for Advanced Studies in Chemistry, University of Pune: **1** Project

6.3.9 Admission of Students

1. Online Admission procedure was adopted as per Govt. Norms.
2. Students are admitted on merit basis for all P.G sections.
3. 50% Reservation for Muslim Minority.
4. Admission to all U.G programs are given on a first come first served basis.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Children of Non Teaching staff studying at the Azam campus are given 50% concession in fees
Students	Poor fund(contributed by teachers)
	Names of bright and needy students are forwarded to student welfare committee for absorption in earn and learn scheme

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done : Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Inter- departmental audit
Administrative	No		Yes	Inter-departmental audit

6.8 Does the University declares 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 ?

The college is an affiliated college and follows all the norms set by the University to conduct examinations.

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

The University has given the affiliated colleges the autonomy for the conduct of the First Year Undergraduate Examination Assessment Program and the declaration of results.

For the undergraduate courses 20% marks are from internal assessment. This assessment is autonomous to the college

At the Post Graduate level (Credit System introduced in the year 2013-14) 50% of the marks are internal and the procedure of assessment is autonomous to the college.

6.11 Activities and support from the Alumni Association

1. Till date alumni association has a corpus fund of Rs.1,00,000 and Fixed deposit is made at Muslim cooperative bank.
2. Few departments organize Alumni meetings.
3. Bio Tech Alumni have donated reference books to the Biotech Departmental Library.

Alumni Association has conducted several workshops for the alumni which are as under:

One Day Workshop on “Neuro Linguistic Programming”

Abeda Inamdar Senior College Alumni Association Trust conducted a one day workshop on “Neuro Linguistic Programming” on 24th Jan 2014 in the Assembly Hall Azam Campus. The workshop was inaugurated by Dr Shaila Bootwala President, AISC Alumni Association Trust. Ms Pervin Pundole, corporate Trainer was the guest speaker for the workshop. Ms. Pundole stressed on the neuro linguistic programming of students for overall success in life. She conducted body awareness exercise, Vocal stress exercise and talked about basic principle of life for development.

One Day Workshop on Breast Cancer Awareness

A One day workshop was organized by Abeda Inamdar Senior College’s Alumni Association Trust on **Breast Cancer Awareness** on Monday, 17th February, 2014. The workshop was held in the A.R. Shaikh Assembly Hall from 10.00 am onwards. The workshop had around 100 participants ranging from students from B.Com, B.C.A. & Alumni. The Guest speaker of the workshop Dr. Shona Nag, Oncologist started the workshop by giving the statistic details of cancer in India. She explained the causes of breast cancer, its symptoms. She also discussed the remedial measures by which the possibility of breast cancer can be reduced and the treatment to cure it. At the end of the Session a Question Answer Session was arranged for any queries regarding breast cancer.

6.12 Activities and support from the Parent – Teacher Association

1. Some departments organise PTA meetings . Usually the progress of the students is discussed with the parents by the teachers during the PTA. Feedback and suggestions from the parents are also taken at PTA meetings
2. Some departments also felicitate the parents of outstanding students during PTA meetings.
3. Parent of students facilitate industrial visits.

6.13 Development programmes for support staff

1. Staff is encouraged to pursue higher education. All supporting staff that takes admission for higher education is granted a 50% fee concession by the management.
2. The college provides, computer and English language training to support staff.
3. Special computer training programs are organised upon the request of any support staff.
4. Workshop on Safety measures, IISER, Pune was attended by Lab Attendants.

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

- Greenery maintenance
- Maintaining of Vermi composting pits
- Monitoring of Sanibins
- Anti Smoking Drive
- Anti Tobacco Drive

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.

1. The complete admission process was online. Resulting in the availability of students' data for decision making.
2. This year the college introduced the e- teachers' diary , thus shifting one more aspect of the teaching learning Process from manual to a technology based one.
3. During the year the college introduced the parallel Inter department check system. Thus the work of over all supervision was reduced and the responsibility of record keeping of each department has been given to two departments.
4. Three International Professors (USA and Germany) are appointed as adjoin Professors in the Department of Chemistry.

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

1. Academic calendar is prepared in advance.
 2. Work is distributed among staff members in the departmental meeting at least One week prior to the commencement of the term.
 3. Feedback meeting are taken by the HOD regularly during the year.
 4. At the end of each term a compliance report is prepared to track the implementation of the scheduled events and same is submitted to the office.
2. Budget for activities is prepared at the beginning of the year. The same is adhered to as much as possible.

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

- 1) Holistic development of the students in academics, Extracurricular and co-curricular aspects through departmental fests.
- 2) Felicitation of Parents of Meritorious students in order to motivate the parents to support their wards.

**Provide the details in annexure (annexure are numbered as i, ii,)*

7.4 Contribution to environmental awareness / protection

The contribution is made through---

- Conduction of the course in Environmental Awareness at the college.

- Autonomous Certificate Course in Environmental Management.
- Conducting popular lectures promoting conservation value for example Olive Ridley Turtles- Ecology & Conservation & Snakes-their importance in Nature
- Interaction with activists & discussion on various environmental issues---Lokayat's (an NGO) talk on The Dying Rivers of Pune city, Talk on issues of Solid Waste Management by Mrs. Jyoti Shah (Expert) and E waste management by Prof Neeraj Jain.
- Hosting & co- organising a one day programme as a part of the Kirloskar Vasundhara International Film Festival.

7.5 Whether environmental audit was conducted? Yes Yes No

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

Strength:

1. A large number of UG and P.G programs are conducted by the college.
2. The college has consistently produced University rankers
3. A large number of student centric activities are carried out by the college
4. A beautiful Clean Green , Wi-Fi enabled Campus

Weakness:

1. Most of the programs are self financed

Opportunity:

- 1) Campus Placement can be improved
- 2) Research Quality can be improved

Challenges:

- 1) To convert all classes into smart classes.
- 2) To make administration paperless

8. Plans of institution for next year

- 1) Focusing on improving the Quality of Research
- 2) To establish a Research Centre for PhD in Microbiology
- 3) More Linkages with reputed Institutes to be established.
- 4) Increase the number of publications in research journals.
- 5) Increasing consultancy/Revenue.
- 6) To further strengthen the teaching learning process and impart quality education.
- 7) To establish consortiums of institutes to take advantage of areas of excellence of each college.

-sd----

--sd---

Name : Mr. Shaukat N.Z.Khan
Signature:
Coordinator, IQAC

Name : Dr.E.M.Khan
Signature:
Chairperson, IQAC

Annexure A

Analysis of Feedback from students about their Teachers

A feedback form was circulated to all the students. Each student had to fill out one feedback form for each teacher. These forms were collected and an analysis for each teacher was done. This analysis was discussed by the Head of the department with the concerned teacher. The teachers were appreciated for all the positive inputs received from the students. Lacunae in teaching and interaction, if any pointed out by the students, were conveyed to the teachers with the hope that some correction in the related behavior would be made.

Analysis of Feedback from Parents:

Every department of the college conducts Parent -Teachers Meetings. Feedback forms are circulated to the parents at such meetings. From the feedback received from the parents it is clear that they appreciate the wonderful clean green college campus. They are thankful for the latest technology based education being imparted to their wards and children. The parents appreciate the helping nature of the teachers.

Feedback from Alumni:

The college has a registered Alumni Association that conducts a number of programs for the Alumni as well as the current students of the college. During the Annual General Meeting of the Alumni, a feedback is taken from them. The Alumni is happy to be in touch with the college and contribute to its growth and development.

Best Practice 1--- Annexure i

1. Title of the Practice:

Felicitation of Parents of Meritorious students

2. Goal :

To encourage the parents to be proactive in their children's Higher education.

To motivate parents to encourage their children to give their best in pursuit of excellence in education.

3. The Context

A large number of students come from poor socio-economic backgrounds. Many of these students are first generation learners whose parents have no exposure to guide and mentor their wards. The parents need to be oriented towards the need of excellence in academics. The involvement of the parents in their children's success plays a dual role of encouraging the students as well as instilling a sense of pride in the parents.

4. The Practice

All students who top the college merit list are felicitated together with their parents, at the Prize Distribution Program.

The parents accompany their meritorious children to receive the prize at the felicitation programme. It is indeed a proud moment for all of them.

5. Evidence of Success

This special felicitation program which is a unique practice of our college is appreciated by the parents and students. This programme motivates other students to put in their best.

6. Problems Encountered and Resources Required

The parents and students need to be contacted well in advance and ensure that they are seated in place in advance enabling the smooth functioning of the programme.

Both the staff plans and conducts the programme along with the financial backing of the Management .

7. **Contact Details**

Name of the Principal: Dr. E. M. Khan

Name of the Institution: Abeda Inamdar Senior College of Arts Sc. & Commerce

City: Pune

Pin Code: 411001

Accredited Status: Reaccredited A Grade

Work Phone : 020-26446970

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Web site: www.abedainamdarcollege.org.in

E Mail : dremkhan@azamcampus.org

Best Practice 2--- Annexure ii

1. Title of the Practice:

Holistic Development of the Students

2. Goal :

To provide the students with a number of opportunities to participate in co-curricular and extra-curricular programs . This would enable the student to develop a healthy self-esteem and a high level of confidence to face the challenges of the modern world.

The holistic approach ensures that 'Learning is Fun'

3. The Context:

The college aims to give maximum exposure to all students to participate in co-curricular, extra-curricular and cultural activities along with Academics. This is encouraged at both the intra as well as inter college levels.

This holistic approach enables the students to explore their varied talents and motivates the students to participate and compete in a healthy atmosphere.

4. The Practice

The college conducts many co-curricular and extra-curricular activities like Management Fiesta, Commerce Week, Litt Fest, Zoo Spardha, Micro Fest, Chemistry Week etc. In addition to the Academic , the college gives importance to co-curricular, sporting and

cultural activities which gives opportunity to all students to participate.

Teachers and student coordinators motivate maximum students to participate in the activities organized and prizes are given for all the events.

5. Evidence of Success

There is a marked difference in the confidence and approach of students from when they join college in the first year to when they pass out in the third year.

The students get hands on experience in organizing the events and take on responsibilities.

6. Problems Encountered and Resources Required

Organizing this vast array of events requires a very dedicated and motivated team of teachers. The funds for the activities are sanctioned by the management at the beginning of the year. Students and Staff are encouraged to procure sponsorships for various events. Sponsorships in cash as well as kind.

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