



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	M.C.E. SOCIETY'S ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE AND COMMERCE, Pune
• Name of the Head of the institution	Dr. Shaila Bootwala
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02026457577
• Mobile no	8805020780
• Registered e-mail	prin-aisc@azamcampus.org
• Alternate e-mail	shailabootwala@azamcampus.org
• Address	2390-B, K.B.Hidaytullah Road, New Modikhana, Azam Campus, Camp, Pune
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Savitribai Phule Pune University				
• Name of the IQAC Coordinator	Mrs. Gauri Devasthale				
• Phone No.	02026457577				
• Alternate phone No.	9822418705				
• Mobile	9881918705				
• IQAC e-mail address	iqac-autonomous@aiscpune.org				
• Alternate Email address	dgauri1972@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.abedainamdarcollege.org.in/assets/pdf/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.abedainamdarcollege.org.in/assets/pdf/calender19-20.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.15	2004	16/02/2004	16/02/2009
Cycle 2	A	3.11	2013	05/01/2013	04/01/2018
Cycle 3	A	3.10	2018	26/09/2018	31/12/2026
6.Date of Establishment of IQAC			20/02/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Earn and Learn	SPPU	2020-21	181753
Institution	NSS	SPPU	2020-21	126250
Institution	Scholarships	State Government	2020-21	3365831
Institution	Salary Grant	State Government	2020-21	93458525
Institution	Salary Non-Grant	Management	2020-21	33939483

8. Whether composition of IQAC as per latest NAAC guidelines		Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 			
9.No. of IQAC meetings held during the year		24	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 		Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 		No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?		No	
<ul style="list-style-type: none"> • If yes, mention the amount 			
11. Significant contributions made by IQAC during the current year (maximum five bullets)			
<p>National Level online essay competition on occasion of 74th Independence Day 2020 (71 Participants from Maharashtra and 104 from Other States)</p>			

Online Content Development Training in collaboration with SPPU, organized by Department of Computer Science on 19/09/2020 attended by 74 staff members.
COVID-19 Awareness Program on 25/11/2020 attended by 110 participants and Orientation Session on "Preparation of Proposals for Swayam/MOOC Courses" on 05/02/2021 attended by 16 staff members were organized by IQAC
FDP on "Workshop cum Training program on URKUND- Plagiarism Detection software on 16/02/2021 in association with eGalactic under the aegis of MHRD, through INFLIBNET (Information and Library Network) Centre which was attended by 152 participants.
FDP on 08/02/2021 for support staff on "Developing Competency and Stress Management at Work." attended by 27 staff members.
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>Implementation of Autonomy:</p>	<p>The College received letter and details of committee members for on site visit to the college. All preparations for the visit were planned and executed through the IQAC. The onsite visit was successfully completed on 12.12.2020 and 13.12.2020. The college was granted autonomous status on 26.12.2020 vide letter no. F.22-1/2017 (AC). The college will now plan implementation of Academic Autonomy in the next academic year.</p>
<p>To introduce Bachelor in Vocational (B.Voc.) Courses under the National Skills Qualifications Framework (NSQF) of UGC:</p>	<p>The college received permission from UGC to start the three courses: a. Data Sciences and Data Analytics b. Renewable Energy-Marketing and Finance c. Retail Marketing Management The college has started two of the above programs: Data Sciences and Data Analytics and Retail Marketing Management from the academic year 2020-21.</p>
<p>To strengthen the Centre for Innovation, Incubation and Entrepreneurship:</p>	<p>Innovation, Incubation and Startup Cell of Abeda Inamdar Senior College, Pune was established in January 2019, under the Start-up and Incubation cell of Savitribai Phule Pune University. Various activities were organized. The activities seminars/webinars, training workshops & competitions to encourage, guide and develop entrepreneurial skills among students. Start-up ventures like Azamdeal - incubated by a student of BBA(CA) and Compost - The effective way to solve the solid</p>

	<p>waste problem from TY.BSC(Environmental Science) are the two ventures that have reached the market commercialization stage.</p>
<p>To strive towards Academic excellence:</p>	<p>The college organized a total of 198 activities during the academic year. Most of the activities were conducted online. These include seminars, webinars, workshops, guest lectures, various competitions and hands-on training programs. Some of the prominent ones are: National Level online essay competition on occasion of 74th Independence Day 2020 (71 Participants from Maharashtra and 104 from Other States), COVID-19 Awareness Program, One week hands on Training Program on "Repairing of Electrical and Domestic Appliances", FDP on "Workshop cum Training program on URKUND- Plagiarism Detection software in association with e Galactic under the aegis of MHRD, through INFLIBNET (Information and Library Network) Centre</p>
<p>Training sessions for Research Scholars from other colleges:</p>	<p>Online Training Sessions On Applications of Advanced Instrumental Techniques were conducted through thirteen sessions for UG and PG Students and Staff Members from other colleges.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
College Development Committee	18/09/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Last submission to AISHE. New link not opened for the year 2020-21	21/01/2020

Extended Profile

1. Programme

1.1 Number of courses offered by the institution across all programs during the year	475
--	-----

2. Student

2.1 Number of students during the year	5613
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	150
2.3 Number of outgoing/ final year students during the year	1959

3. Academic

3.1 Number of full time teachers during the year	121
3.2 Number of sanctioned posts during the year	121

4. Institution

4.1 Total number of Classrooms and Seminar halls	52
4.2 Total expenditure excluding salary during the year (INR in lakhs)	50.36518
4.3 Total number of computers on campus for academic purposes	622

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Appointment of Qualified Staff: Staff members are appointed as per the guidelines of UGC and affiliating University.

Distribution of Workload: As per the workload, a department wise and faculty wise teaching and practical time table is made and displayed for smooth conduct of lectures and practicals.

Teaching Methodology: At the beginning of the semester Objective Driven Teaching Plan is prepared. Due to COVID-19 pandemic situation the online teaching was adopted through 'Google Classroom' a Learning management system which facilitated preparation of teaching plans, maintaining attendance, conducting tests, giving assignments, evaluating and computing marks for the same. Bridge courses were organized and conducted for the first year students and lateral entry students to help them understand basic concepts.

Co-curricular and Extra-Curricular Activities: The departments organized virtual co-curricular and extra-curricular activities which include Class Room Seminars, Guest Lectures, Group Discussions, Workshops and Experiential Learning Activities that augmented curriculum delivery.

IQAC: The IQAC has an intrinsic role to play in the implementation of curricular, co-curricular and extracurricular activities of all the departments. The academic calendar was compiled inclusive of the above mentioned activities and compliance of the same was recorded.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.abedainamdarcollege.org.in/assets/pdf/calender20-21with cie.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As this year faced the pandemic, in addition to online internal exam, the students were evaluated through Online Class Tests/Quizzes/Assignments/Presentations. Regular class tests, online assignments and project work were assigned as a part of CIE.

Remedial measures were taken by conducting tutorial classes to clarify doubts and further explanation of the critical topics. Monitoring the improvement in slow learners and encouraging the

advanced learners by reviewing their performance in examinations. Departments conducted online mock Viva/ Practical exams to prepare students for practical and Viva examinations. Online Prelim Exam, Mock Practical/ Exams were scheduled.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.abedainamdarcollege.org.in/assets/pdf/calender20-21with cie.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

23

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1563

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institution integrates issues relevant to Gender Sensitization, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

College integrates human values, professional ethics, environment consciousness and gender sensitivity through various curricular, co-

curricular and extension programs. The integration leads to creation of awareness in the students about equality, social justice, human rights, environmental awareness and professional ethics through Group discussions, Screening of Documentaries, Talks and Paper Presentations, Street plays, debates, seminars and workshops. Campus has its own composting pits to manage waste from the garden, which is used as a fertilizer for the garden which is managed by students and Staff. Visits to Orphanages, Old Age Homes enrich the students in Human Values. Supporting activities are organized by the departments, Student Welfare Association, Women's Studies' Centre and NSS Unit of the college.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

09

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

349

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.abedainamdarcollege.org.in/assets/pdf/atr.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.abedainamdarcollege.org.in/assets/pdf/atr.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

5614

2.1.1.1 - Number of students admitted during the year

2215

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

362

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Identification of Advanced and Weak learners

The teachers identify Advanced learners and slow learners based on the performance in University Examination of previous semester and the internal assessment in the beginning of the year. A time table is made for them separately.

The departments conducted Online Sessions for Advanced learners to enhance their academic performance. Advanced learners are provided several opportunities and encouraged to participate in various symposiums like, Inter-collegiate competitions, Conferences, etc. to sharpen their knowledge and skills. The Departments also provide them Reference books from the Departmental Library.

Special care is taken of the academically weak students. The Departments conducted Online Remedial Coaching for Slow learners with an aim to improve their academic performance at the internal and University exams. The Department organized revision lectures for the under graduate classes to revise the important concepts of the

prescribed syllabus especially as the sessions were online. According to the strengths of students, assignments are given which are checked by the teacher and the student is encouraged to overcome the weaknesses. The goals are set for each student. It has been a successful outcome as the targeted group of slow learners showed improvement in the examinations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
5614	121

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college encourages a teaching methodology which focuses on imparting education through a student centric approach.

Classroom Interaction: Teachers make classes as interactive as possible. Brain storming sessions are encouraged.

Presentations: The students prepare presentations on select topics and present in the class.

Group Discussions & Quizzes: Quizzes, group discussions are organized and the students are encouraged to participate at College level as well as inter college level.

Home Assignments, Previous Question Papers: Previous question papers are given for solving. Home assignments are given which help students in developing writing skills and diagrammatic representations.

Guest Lectures: Online Guest lectures are organized by all departments.

Mock Practical and Online Examinations: To prepare students for practical and Viva examinations, department conducts Online Mock Viva/ Practical exams.

Certificate and Add on Courses: Certificate Courses like Entrepreneurship Skills Development, Specialist in Income Tax, Spoken English and Communication Skills course, Bank Training Programme conducted.

Home Assignments: Home assignments are given which help students in developing writing skills and diagrammatic representations.

Technology for Teaching: Audio- Visual methodology, Google Classroom, Labs and Projects are some of the means used by departments in the online sessions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the departments follow ICT enabled teaching in addition to the traditional classroom education during this pandemic year. Efforts are taken by the institute to provide e-learning atmosphere in the classroom:

- In addition to current method of teaching, the faculty members use the IT enabled learning tools such as LMS, PPT, Video clippings, Audio system, online sources, to enable the students for theoretical and practical learning.
- Classrooms are fully equipped with LCD/OHP/Computers
- Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.
- Google classroom is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc.

- The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.
- Lab handbooks are mailed to students well in advance of the practical sessions. The study material and recordings of online lectures shared by teachers on Google classroom is accessible to students anytime and anywhere.
- To teach subjects in online mode, teachers have used various online tools like- aww whiteboard, Jamboard in Google meet.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

121

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1437

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The CIE schedule is prepared by each department and a compiled schedule is uploaded on the college website at the beginning of each academic year.

Undergraduate level

First and Second Year BA, BCom, BSc, BBA, BCA and third year BSc, BBA, follow the Choice Based Credit System (CBCS) 70: 30 pattern. The assessment consists of a continuous internal evaluation and an end-semester examination with a weightage of 30 marks and 70 marks

respectively. The internal evaluation is determined taking into consideration the SPPU guidelines.

At the third year BA, BCom, BCA, 80:20 pattern is followed. The internal assessment of term-end is of 20 marks. The final university examination is of 80 marks.

Postgraduate level

At post graduate levels across all faculties, CBCS 50: 50 pattern is followed. The departments follow the University guidelines for a robust and fair Internal evaluation.

In addition to the mandatory Internal evaluation, class tests, presentations, group discussions are held to continuously evaluate the students. As this year was the pandemic year, addition to online internal exam, the students are evaluated through Online Class Tests/Quizzes/Assignments/Presentations. In addition to the class tests, online assignments and project work is also assigned as a part of CIE. The Internal evaluation is done at regular intervals to address any learning issue at the earliest.

The internal evaluation is transparent and the student gets an opportunity to improve upon any performance after review.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Mechanism of Internal Assessment: Teacher level

There is complete transparency in the internal assessment conducted online in this academic year. This year as the pandemic disallowed the conduct of offline assessments, online internal assessment was conducted.

The marks obtained by the students in internal assessment tests are shared with the students in the classroom or online. The student is allowed retest or re-examination incase of any grievance or missing of a test due to a genuine reason.

Redressal of grievances at Departmental level

Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. The student approaches the concerned teacher regarding any grievance like poor marks or absenteeism for a test. The teacher handles the issue and if the issue isn't resolved at the level of the teacher, the student approaches the Head of the Department and gets the grievance resolved.

CEO level: In the event of the grievance not getting resolved at the Departmental level, the student can approach the Central Examination Officer. All Internal Examinations related grievances are resolved in a time bound and fair manner.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Mechanism of Communication

The Program outcomes and course outcomes are displayed on the Website. There is a continuous reinforcement of the Program objectives through the Principal's Address, Orientation lectures and induction program.

Copies of the Syllabi outlining the course objectives and outcomes are made available to the students in the respective departments and the library as well. The students also can access the same electronically through the digital library. The Course Outcomes are explained by the teachers in their respective classes at the commencement of each academic year. The course objectives are also displayed on the University website at the beginning of each subject syllabus.

Students are guided regarding the course and program objectives and outcomes through Academic and Career counseling. Lectures on career guidance are organized based on the program objective.

The subject teachers also explain the evaluation pattern and marking scheme of practical examination. The link to the course outcomes is provided herewith.

<https://www.abedainamdarcollege.org.in/assets/pdf/Program-Specific-Objectives-and-Outcomes.pdf>

The Course Objectives and Outcomes are mentioned in the syllabi for each course, a sample of syllabus with course objectives and outcome is uploaded and the link to all the syllabi is given herewith.

<https://www.abedainamdarcollege.org.in/syllabus>

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.abedainamdarcollege.org.in/assets/pdf/Program-Specific-Objectives-and-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Analysis of Academic Performance of Students: The departments ascertain attainment of the course outcomes through a detailed result analysis of the Internal and external marks obtained by the students. The analysis enables the teachers to understand if the course objectives are attained. The college evaluates the level of attainment of POS. PSOs and COs through analysis of marks scored in theory, practical, projects, viva voce and assignments.

Merit list of University: The placement of students in the University merit list is a strong indicator of attainment of Program outcomes.

Extra and Co-curricular Activities: Participation and Performance in the extracurricular and Co-curricular activities is also a marker of the attainment of Program Outcomes.

Feedback: Feedback on teachers, curriculum by various stakeholders is regularly taken in online and offline modes to enable the college

to understand if the objectives and outcomes are attained.

Placement: Placement of the graduates and post graduates through campus placements and well as off campus placements also indicates the attainment of program specific objectives.

Academic Progression: The students' progression from UG to PG and PG to Research or Professional courses is also considered while evaluating the program specific outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

460

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.abedainamdarcollege.org.in/assets/pdf/Student_Satisfaction_Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

11

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Incubation, Innovation and Start up Cell was established on 13/09/2018. The center organizes various activities which are sponsored by Centre for Incubation, Innovation and Linkages, Savitribai Phule Pune University and the Management of Abeda Inamdar Senior College, Pune. Activities such as Seminars on Entrepreneurship, Business Ideation Competition and Igniting Young Minds for Startup Ideas are organized. The cell encourages and facilitates the startup initiatives by the students.

The college has taken initiatives to create conducive environment for research and innovation. A grant of 92.5 Lacs from DST under FIST 0-Level Scheme has been used to upgrade Science Laboratories and establish Advance Scientific Research Lab with Animal Tissue Culture facility.

Faculty members have registered for M.Phil and Ph.D. programs. Recognized research guides are guiding Ph.D. Scholars. Staff members at PG departments guide students for research projects undertaken in lieu of practical course as per the SPPU guidelines. Students participate in conferences and symposia to present posters and papers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.abedainamdarcollege.org.in/research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

27

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college undertakes various activities to sensitize students to social issues and work on their holistic development. Awareness regarding Aids, Voting Rights, Traffic Rules, Anti Ragging Regulations, Human Rights and Gender Sensitization is generated various activities.

NSS Unit organizes tree plantation, Polio Vaccination Drive, Essay Writing and Poster Making completions on the regular basis on various occasion like Unity Day, International Environment Day and AIDS Awareness.

NCC Unit is instrumental in developing capacity to meet emergencies and combat natural disasters during the pandemic (Covid-19). NCC volunteers contributed towards vaccination program. Kargil Vijay Diwas is also celebrated every year.

On the occasion of 74th Independence Day, various competition like Quiz, Posters, Debates and Presentations were organised on the "Aatma Nirbhar Bharat" theme. Departments organized online debates, poster presentations and invited talk on the occasion of International Women's Day. Visit to Orphanage was organized for students and staff members and gifts and donations were handed over to the children.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

02

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

35

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2540

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

16

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- **Class Rooms:** The College has 52 classrooms with equipped with LCD projector, Sound System and conventional teaching aids.
- **Laboratory:** There are 27 laboratories for undergraduate, postgraduate programs and research. All science departments have separate laboratories supported with ICT facilities Language Laboratory and Computer laboratories have sufficient number of computers with all software. Wi-Fi Zones with net connectivity are available for students.
- **Research Centre:** Special research facilities are available in the department of Chemistry, English and Commerce. These include laboratory for scientific research in chemistry & other allied subjects, Language laboratory for Department of English and SPSS & Minitab Software facilities are availed from the sister institution, Allana Institute of Management Sciences by the department of Commerce.
- The college has 5 auditoriums, namely, Green auditorium (300 capacity), Pavilion hall (200 capacity) and Antique Seminar Hall (120 capacity), Hi-tech Hall (125 Capacity) and one centrally located A.R.Shaikh Assembly hall (500 capacity) to conduct seminars, workshops, symposia and conferences.
- **Botanical garden:** The Department of botany monitors and upkeeps the campus garden. It has taken initiative to give botanical names to 63 different species of trees.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.abedainamdarcollege.org.in/infrastructure

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

Cultural Activities: The parent trust provides 5 auditoriums and a recreational open space which are sufficient for the conduct of cultural activities.

Sports: Azam Sports Academy promotes Sports talent among students. Badminton Court, Tennis Court, Mud Ground, Cricket Ground, Hockey and Football field and 400m Running track are available to students

in V. M. Gany Sports Complex. Facilities for Volleyball, Kabaddi, Kho-Kho, Soft Ball, Base Ball Tennis, Basketball, Fencing, Carom, Power Lifting and Kickboxing are also available. Twenty coaches have been appointed to train students. There is a Gymnasium with required amenities. A separate room is available for Yoga and Meditation. Diet scholarship, transportation and medical assistance is provided to sports students.

NSS Unit: The College has an NSS Unit with the strength of 250 volunteers. The College provides facilities such as Transport, accommodations for students, teaching and non-teaching staff members, cooking equipment & other accessories for NSS activities.

National Cadet Corps (NCC): The College has commissioned an Army Unit of 1 Maratha Signal Company of NCC with the strength of 75 cadets divided into 50 boys and 25 Girls. A dedicated office with store room has been provided for this.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.abedainamdarcollege.org.in/infrastructure

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

52

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

24.3766

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The central library has 35231 reference books and text books. Library also subscribe to 09 journals and N-List Program. The digital library is equipped with 79 computers. The Integrated Library Management System (ILMS) is an automated package of library services that has several functions. It offers OPAC services like cataloguing, Searching, Member / Patron Management, Acquisitions and Circulation (issues, returns, and reserves) with a full screen Graphical User Interface (GUI).

Name of ILMS software: Vriddhi Software Solutions Pvt. Ltd.

Nature of automation (fully or partially): Fully Automated

Version: 2.0

Year of Automation: 2005

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.abedainamdarcollege.org.in/library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.69257

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

47

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The college has 657 computers connected to lease line internet of BSNL having speed of 2 GB which is upgraded on 24/6/2021. The college has a secured Wi-Fi enabled with speed of 150 mbps along with 5 routers
- The College has adopted latest client-server technology with

Lenovo 530 Server having 150 clients and HP Z620 server with 150 clients.

- Technical up gradation of machines, software's and antiviruses is undertaken regularly under Annual Maintenance Contract (AMC).
- The college updated version of Vriddhhi ERP software, which helps Online Admissions communication with students, sharing notes and feedback collection. Time Table, Upcoming Events, Teaching Plan and E-Diary are used through Vriddhhi.
- Classrooms are upgraded as per the requirement of ICT teaching methodologies and two smart classrooms are also available in the college. New LMS technology from SPPU is also utilized by few departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/results?search_query=aisc+edu

4.3.2 - Number of Computers

622

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

24.37

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

A system is in place for utilization and maintenance of following facilities. Campus upkeep is maintained through housekeeping department. Computers, printers and power backup are maintained through Annual Maintenance Contract.

Procedures and policies:

Sports complex and Gymnasium: The College utilizes these facilities available with central sports academy through advance requisition with specific timeslots for male and female students.

Class Rooms and Laboratories: The daily schedule is followed as per the student strength and time table. Each ICT enabled classroom and smart classrooms are assigned to teachers for maintenance and upkeep.

Laboratories: Standard Operational Procedures for equipment and instruments are followed. Dead Stock register is maintained, updated and verified during academic audit. Outdated equipment and instruments are discarded through standard procedure.

Computer Laboratory: Computer laboratories are used as per timetable. E-waste is disposed through Azam Campus Hardware academy.

Library: Students can issue two books every week and access online e-journals, e-books and e-magazine from 7.30 a.m. to 6.00 p.m everyday.

Auditorium: Six halls with audio-visual facility are used to conduct extracurricular activities through requisition.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.abedainamdarcollege.org.in/assets/pdf/Policy_Infrastructure_Utilization_Maintenance.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

378

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

102

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely

A. All of the above

redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

251

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

226

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

09

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

23

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The student council is formed under the aegis of Board of Students' Development, Savitribai Phule Pune University every year. The college has an active Student Council formed as per the SPPU guidelines. The University Representative (UR) is elected from amongst the Class Representatives (CR). The Students Council was not constituted as per the Maharashtra Ordinance XXV of 2016 since 2015-16 till date.

The Board of Students' Development undertakes various schemes for the students like Karmaveer Bhaurao Patil Earn and Learn Scheme, Self Defence workshops such as Nirbhay Kanya and Gender Sensitisation Workshop. But due to Covid 19 Pandemic none of the above schemes were undertaken in the year 2020-21. However other Programs undertaken by Students' Development Board during the year are National Education Day, Lokshahi Pandharvada and Marathi Divas.

The active involvement of the class representatives motivates the students to participate in the programs. Each representative can be a member of more than one activity / committee, either academic or administrative or cultural. Post-Graduate Students help in organizing and conducting Remedial and Bridge Courses and cultural programs. Such comprehensive participation and delegation have helped in fostering leadership qualities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

270

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Abeda Inamdar Senior College, Pune Alumni Association was registered under the society's registration Act 1950, on 07/05/2008. The total number of registered members is 21,627 and in the academic year 2020-21, alumni association registered 1927 new members without taking registration fee in consideration of Covid-19 pandemic and received donation of Rs. 50,500/-. The association has fixed deposits of Rs. 9,90,000/- and Rs. 29,042/- in banks account.

Association provided financial assistance of Rs. 50,480/- to five students and donated Sanitization Kits and Food Packets to 58 children from Tayyabia Orphanage. Alumni association celebrated International Women's Day as a part of Gender Sensitization activity.

Sr. No.	Date of Donation	Name of the Donor	Class	Donated Amount
1.	13-01-21	Pawar Namir Dastagir	T.Y.B.C.A. Science	24745
2.	13-01-21	Qureshi Aamana Danish	T.Y.B.Com.	4000
3.	13-01-21	Sayed Madiha Munawar	F.Y.B.C.A. Science	12415
4.	13-01-21	Choudhari Sajida M	S.Y.B.Sc.	5970
5.	13-01-21	Shaikh Ramsha Mirza	M.Com-I	3350
Total				50480

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Mission Statement: Read to Lead

Vision:

1. Education to those sections of society belonging to the socially, educationally and economically weaker background.
2. To educate is to empower.
3. To educate women is to empower a nation.

The college has a visionary management that incorporates quality in education. It gives the roadmap and guidelines for conducive learning. The college remains committed to its mission of educating girls as reflected in the high percentage of girl students. The college provides holistic education by concentration on academics complemented by emphasis on sports, extension activities and social awareness.

The College Development Committee (CDC) is instrumental in planning, monitoring and evaluating the administration and academic processes. The staff members become part of the planning and decision making process of CDC through representative members of each faculty. Major decisions like Sanction of Budget, Addition of New Courses, Appointment of Staff and implementation and accountability of the teaching-learning process are taken by CDC and routed through the IQAC. Teachers participate in academic planning and execution as

conveners and members of various committees. The active involvement of the student council motivates the students to participate in the programs undertaken and ensures maximum participation.

File Description	Documents
Paste link for additional information	https://www.abedainamdarcollege.org.in/about_us#objectives
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Processes in Academics and administration that were centralized earlier are being selectively decentralized. CDC, IQAC, Principal, Heads of Departments and Faculty take autonomous decisions at their level for accomplishing the set goals. This results in increasing the quality and effectiveness of the system and empowering and strengthening the capacities of administration.

The college applied for Autonomous status in 2019. UGC committee visit was scheduled in December 2020. An Autonomy committee was constituted for the smooth conduct of the same. The responsibilities were disseminated in a way that displays decentralization and participative management in practice.

The convener of the autonomy committee constituted sub-committees to co-ordinate with Peer team Members, handle transport, hospitality, reception and food arrangement. Sub committees looked after Technical support, Infrastructure maintenance, Organization of students and alumni meet and campus visit. Senior faculties along with two to three staff members were assigned the duties. The team was given liberty in taking decisions and execution. The principal and IQAC reviewed the work in progress from time to time.

This led to successful completion of the Peer team visit with grant of autonomous status by UGC on 26th December 2020.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college was granted autonomous status by UGC on 26th December 2020. To implement autonomy, the following steps were taken by the college, in accordance with the 2018 guidelines of UGC for autonomous colleges.

1. Sent letters to UGC, SPPU and DHE, to ask for nominations on the Governing Body, Academic Council and Various Board of studies.
2. Constituted of Board of Studies, Academic Council and Governing Body after getting nominations from UGC, SPPU and DHE.
3. Constituted College Committees as per UGC Guidelines.
4. Constituted Board of Examination and Examination Committee for chalking out the rules and regulations dealing with all aspects of examination and evaluation and development of examination management system.
5. Conducted BoS meeting for framing program structure, syllabi for existing courses and new diploma and certificate courses.
6. Arranged Academic Council meetings for approval of Program Structures, Syllabi and Examination Handbook.
7. Organized Governing Body Meeting for approval of new programs as per suggestions of Academic Council.
8. Constitution of Statutory Bodies, List of Committees with Conveners, Program Structure and Syllabi were uploaded on the college website.
9. Implemented autonomy from the Academic Year 2021-22.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.abedainamdarcollege.org.in/syllabus
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Institutional bodies namely, Governing Body and College Development Committee make policy decisions, which are implemented through the

Principal and Heads of Departments.

Academic and Administrative policy decisions are implemented through IQAC, which constitutes a number of committees for effective functioning of the college. Academic committees like Examination, Library, Research and Development, Purchase and faculty associations. The committees like NSS, NCC, Students' Welfare, Extramural Board, Cultural Committee and Staff Academy coordinate with IQAC for extra-curricular and extension activities. Anti-Ragging Cell, Grievance Redressal Cell, Internal Complaint Committee, Counselling Cell, Placement Cell and Minority Cell address the issues of students as per requirement.

The Office Superintendent oversees the Office administration. Admission, Eligibility, Scholarships and Freeships, Accounts, Issue of certificates and documents, Maintenance of staff service records and correspondence with the Affiliating University, UGC and Government bodies is handled by the office.

The college follows guidelines of UGC, State Government and Affiliating University for procedures involving recruitment, promotions and service matters as applicable to minority institutions.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.abedainamdarcollege.org.in/assets/pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. Loan facility is available from Azam Credit Society for teaching and non teaching staff.

2. Fifty percent Fee concession is given to the wards of teaching and non-teaching staff studying in the campus.

3. Fee concession to non-teaching staff members willing to get higher education and their promotion after completion of degree.

4. Provision of advanced payment of salary to the unaided faculty on the occasion of Diwali and Eid.

5. Concessional Rates of treatment for teaching and non teaching staff at Z. V. M. Unani Medical College and M. A. Rangoonwala College of Dental Sciences and Research and M. A. Rangoonwala College of Physiotherapy and Research.

6. Incentives to staff members to appreciate the hard work and excellent academic achievements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops

and towards membership fee of professional bodies during the year

02

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

16

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

52

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A system for Regular Assessment of Teaching and Non-Teaching Staff is in place.

API Forms: Academic Performance Indicator (API) of each staff member is validated by IQAC according to the prescribed norms of the UGC. The API is filled in by the staff, verified by the HOD and submitted to IQAC. As and when the staff member is eligible for Career Advancement Scheme and fulfils all prescribed conditions, the IQAC recommends the case to the University through the Principal. Performance Base Appraisal System Forms are screened for such staff members and validated by the IQAC. The subsequent promotion is through a procedure of verification of scores, recommendation by the management and personal interviews by a panel constituted as per University norms. The committee forwards the case to the Joint Director, Higher Education, Government of Maharashtra for Pay and Grade Fixation. The IQAC maintains the personal files of non-teaching staff members.

Confidential Reports: The result is an indicator to evaluate the performance of the faculty. Result analysis is done at the departmental level after the results are declared. Confidential report of each faculty is submitted by the Head of department to the Principal. The same is recorded in personal file.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit: The management appoints an internal auditor for the college. Suggestions of the internal auditor are incorporated. Objections, if any are settled in a stipulated period.

External Audit: The College has appointed an external auditor. The financial statement of the college including books of accounts, vouchers, statement are audited by the external auditor and the report submitted to the management. Objections if any are settled by the Accountant and the Principal.

Salary Audit: The auditors from the department of Higher Education carry out an external audit of the teaching and non-teaching salary forwarded by the government. In case of any objection, administrative office addresses the same.

Other Audits: Further all necessary audits as per the requirements of the University (SPPU); UGC and Government of Maharashtra are carried out by the college as required. The University and UGC authorities carry out an audit of all the funds forwarded to the college by them under the National Service Scheme, Adult and Continuing Education Scheme, under any development or five year plan grant, as well as the audit of examination funds. Objections if any are settled by the person in-charge and the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funding Sources

Fees: College follows the regulations of affiliating University with respect to the tuition fees from all courses.

Funding Agencies: The funding agencies like UGC, BOD, DST disburse grants. The faculty apply for the grants by submitting their Research proposals.

Utilization Strategies

Departmental Activities: All departmental budgets for each academic year are placed for approval in the CDC meeting for sanction of expenditure to be incurred.

Salary: The salary of staff appointed for self-financed courses is disbursed through the funds generated from such courses.

Infrastructure: Adequate provision for development of infrastructure is in place. The maintenance is carried out by the team of vendors appointed by the parent trust.

Centralized Purchase: This centralized purchase procedure facilitated through the purchase committee ensures transparency, quality and cost effectiveness. The committee follows standard protocols and procedures for the purchase of Chemicals, Glassware, Consumables and Equipment. Sports material and stationary are purchased in bulk to make it cost effective.

Library Expenditures: The library is upgraded regularly. Addition of text and reference books takes place as per the change in curriculum.

Audit: The audited statement of accounts is submitted for final

settlement to the funding agencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

1. **Academic and Administrative Audit:** IQAC had implemented internal verification system by parallel Heads of the Departments in the year 2013-14. Head of one department verifies the documentation of another department and vice versa. In addition, an external verification of documents was introduced by IQAC wherein guest experts were invited for academic audit. The checklist of documents related to AQAR and departmental administration was the basis on which the validation was completed jointly by the Head of the department and external expert. Evidence of Success: The external verification process was very helpful as suggestions given by the experts were duly noted for further improvement. IQAC studied the reports of academic audit and ensured the implementation of suggestion.

2. **Certificate courses:** These courses help in enhancing the skill sets and employability of the students. The courses offered in the current year are Basic Techniques in Molecular Biology, Human values and professional ethics, Marketing Skills, Cheminformatics, Python Programming, Software Testing and Environmental Management. In addition the college has tied up with IIT Mumbai via a Memorandum of Understanding through which the college can access 72 of their online skill courses for all the students of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The teaching learning, infrastructural facilities and teaching outcomes are reviewed by IQAC and appropriate changes are suggested. This practice has helped to achieve academic as well as administrative excellence.

Review of Teaching Learning Process: The IQAC prepares and monitors the time table. Deviation from this is brought to the notice of the individual teacher and the head of the department. Teacher feedback is taken from students with respect to the teaching learning and evaluation process at regular intervals. Result analysis is also an integral part of the review. Feedback is analyzed and outcome is discussed with concerned teacher. Internal and External Academic Audit augment the reviewing of teaching, learning and evaluation process. The IQAC reviews the teaching methods followed by the teachers as reflected in self-appraisal forms. IQAC has suggested modern methods for augmentation of teaching-learning process. To bridge the gap between the University prescribed syllabi and job requirement IQAC decided to introduce value added, skill oriented and short term courses for the students.

This has led to a considerable rise in the number of university rankers. In the Last year around 20 students have topped the university merit list. The college has also been granted Autonomous Status by UGC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.abedainamdarcollege.org.in/assets/pdf/IQAC-Meeting2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College takes measures to promote gender equity by organizing programs like orientation, seminars, guest lectures, workshops, elocutions competition and debates.

- There is 24 hours security on the campus managed by duly appointed Director of Security and Safety, Azam Campus. The campus has CCTV cameras fixed at strategic locations.
- Safety Rules are displayed and Fire extinguishers are placed in all laboratories and corridors.
- Need based Counseling is undertaken by Teachers, Counseling Cell and Professional Counsellors. Few cases are referred to competent Psychiatrists and Psychologists.
- The college has separate seating and relaxing areas for girls and boys throughout the campus.
- The separate girls and boys common rooms have attached washrooms for the students.
- A vending machine is installed in the girls' common room.
- Anti-sexual harassment and Internal complaint committee is in place to address issues, if any.
- Adequate physical facilities are provided to staff members in the college.

File Description	Documents
Annual gender sensitization action plan	https://www.abedainamdarcollege.org.in/assets/pdf/7.1.1_Plan_of_Activities_Gender_sensitisation.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.abedainamdarcollege.org.in/assets/pdf/7.1.1_Website_Upload_Safety_Security.p df

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

a) Solid Waste Management:

- Colour coded (green, red, yellow, blue, black) dustbins and Sani bins are used for segregation of waste.
- Housekeeping staff has been trained to handle the waste.
- Organic waste is processed through Organic Waste Converter machine and used for composting, which is used as manure in the campus.
- Canteens use degradable and washable plates.
- Plastic Waste, Metal scrap and papers are recycled through recognized agencies.

b) Liquid Waste Management:

- Micro scale techniques are implemented at PG and U.G. levels.
- Rotavapour is used for distillation and Recovery of Solvents.

- Use of Dilute solutions and double burette methods for titration ensures minimum consumption of chemicals.
- Routine Checking and Drainage pipelines is done regularly.
- Spent wash from labs is handled as per standard protocols.

c) E-waste management:

- E-waste is centrally collected and handed over to an agency, which is Maharashtra Pollution Control Board certified firm. Old batteries are replaced by buy back scheme with specific vendor.

d) Biomedical waste management

- The biomedical waste of the entire campus including sanitary pads is packed in black colored bags and is handed over to the Biomedical van of Pune Municipal Corporation.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

vehicles

3. Pedestrian-friendly pathways

4. Ban on use of plastic

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1. Green audit 2. Energy audit
3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
Provision for enquiry and information : Human assistance, reader, scribe, soft copies of

B. Any 3 of the above

reading material, screen

reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The parent society and college cater to the needs of students from cultural, regional, linguistic, communal and socioeconomic diverse background. The college admits the students from other states as well as international students from SAARC countries. The college provides atmosphere of unity and harmony for all the students to ensure that every student, irrespective of the background experiences unbiased treatment.

The college conducts various activities to address social issues and provides platform to students to understand different cultures and social groups. The teachers identify the social issues and encourage students contribute in discussion. Such activities are aimed at establishing positive interaction among people of different racial and cultural backgrounds.

Some of the activities conducted online in the academic year 2020-21 are as follows.

1. Students Presentation on CAA, NRC, NPR
2. Presentation on Caste inequality and caste discrimination in India
3. Open discussion on Love Jihad
4. Inter-Faculty Online Article Writing Competition on Social Issues
5. Exhibition of Handcraft from North-Eastern States

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Every year various departments of the College undertake activities for inculcating the importance of Constitution in our life and tries to sensitize the students by inculcating the Constitutional values, fundamental rights, duties and responsibilities of students as a citizen of India. Also, to create awareness in youth about "Aatma Nirbhar Bharat" various programs are conducted. The activity like Inter Faculty Online Patriotic Solo Singing Competition gave the students an opportunity to express their patriotism. Such programs promote the highest levels of human aspiration and artistic integrity through the composition. Also, sessions on Right to freedom for Women, Women law Enforcement were organised. This helped the girl students to know about the various laws for women safety, security and empowerment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1n1oiDsTBOiZ5JkEjNFqfDn_t3NmhlO3D/view?usp=sharing
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **A. All of the above** **4.**
Annual awareness programmes on Code of

Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

M.C.E. Society, every year, celebrates Independence day, Republic day, Shivaji Maharaj Jayanti, Dr. B.R. Ambedkar jyanti, Mahatama Phule Jayanti and Mohammed Paigambar Jayanti.

The Institution every year celebrates national and International commemorative days by organizing competitions like Patriotic Singing, Essay Writing Tree plantation, Slogan writing. Programs such as Zara Yaad Karo Kurbanī are organized. Online Essay Competition on occasion of International Women's Day, Small talk on Women Environmentalist in the World. The objectives are to raise awareness of the Prime Minister's vision of building a strong and self-reliant India and reminder of the sacrifices of our valiant freedom fighters who stood up against the colonizers and even suffered harsh consequences. Various programs are organized to raise awareness about the Environmentalism and Freedom of women, to inculcate National Integration and unity, to give an opportunity to the students to express themselves as a tribute to the Teachers, to promote national integrity and the spirit of fraternity.

To create awareness about the status and dignity of women among the students their contribution in Environment Conservation one minute talk program was organized by the Environmental Science Department.

All the events were organized through online platforms hence geotagged photos can not be uploaded. Please Note.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of the Practice: Online Teaching, Learning and Evaluation

Objective

Adoption of online platforms for Teaching, Learning and Evaluation in view of the COVID-19 pandemic.

The Context

Offline teaching was not possible due to restrictions during Covid-19 Pandemic. The college adopted online platform to achieve effective curriculum delivery. It was ensured that online system compensated for the offline system of teaching.

The Practice

The parent society provided G-Suite facility for teaching. The staff members were trained to use the functions like Google Meet, Meet Attendance, Chrome Extensions, Google Classroom, Google Forms, Video Editing Tools like OBS and Filmora and Online Testmoz through one week FDP organized by the college.

Class-wise time table to conduct online lectures and practical was framed by IQAC and the same was monitored by the Principal through admin access. Google classrooms were created by all teachers for each class and course. Syllabi and study material were uploaded in

the classrooms. Power point presentations, you tube video and videos recorded by the teachers were used extensively. Laboratory sessions were covered through live and pre-recorded demonstrations and animations. Practical sessions were enriched through virtual labs like <https://vlab.amrita.edu/> and <https://www.vlab.co.in/participating-institute-iit-kharagpur>. Remedial coaching and revisions were also scheduled for slow and advanced learners.

Continuous online evaluation was followed through assignments, quiz, MCQ tests and seminars. This enabled the students to handle the End Semester Examinations conducted by the affiliating university smoothly. The college conducted online practical examination, viva-voce, pre-synopsis presentations and Ph.D. viva voce.

Experiential and participative learning was achieved through online extra and co-curricular activities like E-Poster Competition, Guest Lectures, Research Presentations, Group Discussion and Elocution Competition, Debates, Poetry Reading, Story Telling, Patriotic Song Singing.

Feedback was collected from students to evaluate the success of online teaching, learning and evaluation. The college conducted online student satisfaction survey for feedback on Academics, Administration and Infrastructural facilities.

Evidence of Success

Majority of students showed satisfaction with the online teaching learning experience as evidenced from the feedback collected during the classes. The performance in continuous internal evaluation and university examination was found to be creditable. The passing percentage of final year students was 100% at UG and PG Level.

Problems Encountered and Resources Required

Few students from rural areas, found it difficult to maintain regular attendance during online sessions due to network issues and load shedding. Such students were advised to refer to study material shared in the classroom and also watch the videos whenever possible.

College provided resources like high speed internet connection and access to relevant online platforms to teachers. Teachers used headsets, webcams and pen-tablets for effective teaching.

Title of the Practice: Online Support System for Students during Pandemic

Objective: To provide the students with information, support and guidance needed for successful completion of academic year.

The Practice: Following sessions were conducted to guide the students.

Orientation Lecture: The program structure was explained with respect to subject combination offered by the college and course schedule. Information was provided about library facilities, co and extra-curricular activities, NCC, NSS and various scholarships/free ships.

Induction Lectures: Students were made aware of disciplinary rules and regulations including Anti-Ragging Awareness, Anti-Sexual Harassment Rules and gender sensitization issues.

Implementation of CBCS: The system of Choice Based Credit System was explained to the students and they were encouraged to participate in online co-curricular and extra-curricular activities to earn the mandatory credit scores and keep the documentary evidence for the same.

Examination Guidelines: The guidance was provided to the students on procedure for online application for examination and helpline was provided to resolve the issues faced by students.

Counselling Cell: In the context of the present crisis and in pursuance of the letter sent by UGC (F.No1-1/2020 (Secy) dated 06/04/2020), Director of Higher Education (Corona/MV-1/2020/4088, dated 06/04/2020) and SPPU (2019-20/917, dated 09/04/2020), the college had taken several steps to protect and enhance the mental health of students during the crisis situation and lockdown due to COVID-19 outbreak. Setting up of helpline with phone numbers of senior faculty members, head of Psychology department and trained student counsellors. These numbers were displayed and shared on the

college website and on student WhatsApp groups.

Evidence of Success: Large number of students benefitted with the support system provided by the college. The students expressed satisfaction about the assistance provided by the teachers and support services. The foreign students as well as students staying in hostels were contacted by various faculty members and assistance provided was beneficial. The important concern of the students about examinations was resolved by regular communication. Various videos and messages shared to uphold positive spirit and mental health reduced the anxiety of the students and gave them strength to deal with the crisis.

Problems Encountered and Resources Required

No problems were encountered in providing the online assistance to the students once the communication lines were made easily accessible. The resources required were mobile devices and internet connectivity which were readily available.

File Description	Documents
Best practices in the Institutional website	https://www.abedainamdarcollege.org.in/assets/pdf/best_practices_and_institutional_distinctiveness.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College focuses towards the education and development of the socially and economically weaker sections of society and Muslims in particular and is surrounded by an underprivileged and middle class habitation.

The college follows first come first served admission policy. This policy ensures that the students residing in the vicinity of the college and the first generation learners are accommodated. As many students come from vernacular medium, it becomes imperative to offer English language, personality development, confidence building activities and bridge courses to ensure their growth.

The college informs students about the availability of scholarship schemes. The teachers contribute to poor fund, which is utilized to sponsor the education of needy and deserving students. The management also sponsors the fees of needy students. The college runs three parallel earn and learn schemes, to accommodate the large number of students that apply for the same. Socio cultural challenges like early marriage and post-marriage opposition to further studies are addressed.

The college campus is secure Wi-Fi enabled. The college has adopted technology based methods of teaching and learning and efforts are taken to provide the students with latest information technology faculties. The management is proactively involved in this endeavor.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Appointment of Qualified Staff: Staff members are appointed as per the guidelines of UGC and affiliating University.

Distribution of Workload: As per the workload, a department wise and faculty wise teaching and practical time table is made and displayed for smooth conduct of lectures and practicals.

Teaching Methodology: At the beginning of the semester Objective Driven Teaching Plan is prepared. Due to COVID-19 pandemic situation the online teaching was adopted through 'Google Classroom' a Learning management system which facilitated preparation of teaching plans, maintaining attendance, conducting tests, giving assignments, evaluating and computing marks for the same. Bridge courses were organized and conducted for the first year students and lateral entry students to help them understand basic concepts.

Co-curricular and Extra-Curricular Activities: The departments organized virtual co-curricular and extra-curricular activities which include Class Room Seminars, Guest Lectures, Group Discussions, Workshops and Experiential Learning Activities that augmented curriculum delivery.

IQAC: The IQAC has an intrinsic role to play in the implementation of curricular, co-curricular and extracurricular activities of all the departments. The academic calendar was compiled inclusive of the above mentioned activities and compliance of the same was recorded.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.abedainamdarcollege.org.in/assets/pdf/calender20-21with_cie.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

As this year faced the pandemic, in addition to online internal exam, the students were evaluated through Online Class Tests/Quizzes/Assignments/Presentations. Regular class tests, online assignments and project work were assigned as a part of CIE.

Remedial measures were taken by conducting tutorial classes to clarify doubts and further explanation of the critical topics. Monitoring the improvement in slow learners and encouraging the advanced learners by reviewing their performance in examinations. Departments conducted online mock Viva/ Practical exams to prepare students for practical and Viva examinations. Online Prelim Exam, Mock Practical/ Exams were scheduled.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.abedainamdarcollege.org.in/assets/pdf/calender20-21with cie.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective

course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

23

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1563

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institution integrates issues relevant to Gender Sensitization,

Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

College integrates human values, professional ethics, environment consciousness and gender sensitivity through various curricular, co-curricular and extension programs. The integration leads to creation of awareness in the students about equality, social justice, human rights, environmental awareness and professional ethics through Group discussions, Screening of Documentaries, Talks and Paper Presentations, Street plays, debates, seminars and workshops. Campus has its own composting pits to manage waste from the garden, which is used as a fertilizer for the garden which is managed by students and Staff. Visits to Orphanages, Old Age Homes enrich the students in Human Values. Supporting activities are organized by the departments, Student Welfare Association, Women's Studies' Centre and NSS Unit of the college.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

09

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
349	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	https://www.abedainamdarcollege.org.in/assets/pdf/atr.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.abedainamdarcollege.org.in/assets/pdf/atr.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

2.1.1 - Enrolment Number Number of students admitted during the year

5614

2.1.1.1 - Number of students admitted during the year

2215

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

362

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Identification of Advanced and Weak learners

The teachers identify Advanced learners and slow learners based on the performance in University Examination of previous semester and the internal assessment in the beginning of the year. A time table is made for them separately.

The departments conducted Online Sessions for Advanced learners to enhance their academic performance. Advanced learners are provided several opportunities and encouraged to participate in various symposiums like, Inter-collegiate competitions, Conferences, etc. to sharpen their knowledge and skills. The Departments also provide them Reference books from the Departmental Library.

Special care is taken of the academically weak students. The Departments conducted Online Remedial Coaching for Slow learners with an aim to improve their academic performance at the internal and University exams. The Department organized revision lectures for the under graduate classes to revise the important concepts of the prescribed syllabus especially as the sessions were online. According to the strengths of students, assignments are given which are checked by the teacher and the student is encouraged to overcome the weaknesses. The goals are set for each student. It has been a successful outcome as the targeted group of slow learners showed improvement in the examinations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
5614	121

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college encourages a teaching methodology which focuses on imparting education through a student centric approach.

Classroom Interaction: Teachers make classes as interactive as possible. Brain storming sessions are encouraged.

Presentations: The students prepare presentations on select topics and present in the class.

Group Discussions & Quizzes: Quizzes, group discussions are organized and the students are encouraged to participate at College level as well as inter college level.

Home Assignments, Previous Question Papers: Previous question papers are given for solving. Home assignments are given which help students in developing writing skills and diagrammatic representations.

Guest Lectures: Online Guest lectures are organized by all departments.

Mock Practical and Online Examinations: To prepare students for practical and Viva examinations, department conducts Online Mock Viva/ Practical exams.

Certificate and Add on Courses: Certificate Courses like Entrepreneurship Skills Development, Specialist in Income Tax, Spoken English and Communication Skills course, Bank Training Programme conducted.

Home Assignments: Home assignments are given which help students in developing writing skills and diagrammatic representations.

Technology for Teaching: Audio- Visual methodology, Google Classroom, Labs and Projects are some of the means used by departments in the online sessions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the departments follow ICT enabled teaching in addition to the traditional classroom education during this pandemic year. Efforts are taken by the institute to provide e-learning atmosphere in the classroom:

- In addition to current method of teaching, the faculty members use the IT enabled learning tools such as LMS, PPT, Video clippings, Audio system, online sources, to enable the students for theoretical and practical learning.
- Classrooms are fully equipped with LCD/OHP/Computers
- Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of

research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.

- Google classroom is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc.
- The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.
- Lab handbooks are mailed to students well in advance of the practical sessions. The study material and recordings of online lectures shared by teachers on Google classroom is accessible to students anytime and anywhere.
- To teach subjects in online mode, teachers have used various online tools like- aww whiteboard, Jamboard in Google meet.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

121

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1437

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The CIE schedule is prepared by each department and a compiled schedule is uploaded on the college website at the beginning of each academic year.

Undergraduate level

First and Second Year BA, BCom, BSc, BBA, BCA and third year BSc, BBA, follow the Choice Based Credit System (CBCS) 70: 30 pattern. The assessment consists of a continuous internal evaluation and an end-semester examination with a weightage of 30 marks and 70 marks respectively. The internal evaluation is determined taking into consideration the SPPU guidelines.

At the third year BA, BCom, BCA, 80:20 pattern is followed. The internal assessment of term-end is of 20 marks. The final university examination is of 80 marks.

Postgraduate level

At post graduate levels across all faculties, CBCS 50: 50 pattern is followed. The departments follow the University guidelines for a robust and fair Internal evaluation.

In addition to the mandatory Internal evaluation, class tests, presentations, group discussions are held to continuously evaluate the students. As this year was the pandemic year, addition to online internal exam, the students are evaluated through Online Class Tests/Quizzes/Assignments/Presentations. In addition to the class tests, online assignments and project work is also assigned as a part of CIE. The Internal evaluation is done at regular intervals to address any learning issue at the earliest.

The internal evaluation is transparent and the student gets an opportunity to improve upon any performance after review.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Mechanism of Internal Assessment: Teacher level

There is complete transparency in the internal assessment conducted online in this academic year. This year as the pandemic disallowed the conduct of offline assessments, online internal assessment was conducted.

The marks obtained by the students in internal assessment tests are shared with the students in the classroom or online. The student is allowed retest or re-examination incase of any grievance or missing of a test due to a genuine reason.

Redressal of grievances at Departmental level

Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. The student approaches the concerned teacher regarding any grievance like poor marks or absenteeism for a test. The teacher handles the issue and if the issue isn't resolved at the level of the teacher, the student approaches the Head of the Department and gets the grievance resolved.

CEO level: In the event of the grievance not getting resolved at the Departmental level, the student can approach the Central Examination Officer. All Internal Examinations related grievances are resolved in a time bound and fair manner.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Mechanism of Communication

The Program outcomes and course outcomes are displayed on the Website. There is a continuous reinforcement of the Program objectives through the Principal's Address, Orientation lectures and induction program.

Copies of the Syllabi outlining the course objectives and

outcomes are made available to the students in the respective departments and the library as well. The students also can access the same electronically through the digital library. The Course Outcomes are explained by the teachers in their respective classes at the commencement of each academic year. The course objectives are also displayed on the University website at the beginning of each subject syllabus.

Students are guided regarding the course and program objectives and outcomes through Academic and Career counseling. Lectures on career guidance are organized based on the program objective.

The subject teachers also explain the evaluation pattern and marking scheme of practical examination. The link to the course outcomes is provided herewith.

<https://www.abedainamdarcollege.org.in/assets/pdf/Program-Specific-Objectives-and-Outcomes.pdf>

The Course Objectives and Outcomes are mentioned in the syllabi for each course, a sample of syllabus with course objectives and outcome is uploaded and the link to all the syllabi is given herewith.

<https://www.abedainamdarcollege.org.in/syllabus>

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.abedainamdarcollege.org.in/assets/pdf/Program-Specific-Objectives-and-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Analysis of Academic Performance of Students: The departments ascertain attainment of the course outcomes through a detailed result analysis of the Internal and external marks obtained by the students. The analysis enables the teachers to understand if the course objectives are attained. The college evaluates the

level of attainment of POS. PSOs and COs through analysis of marks scored in theory, practical, projects, viva voce and assignments.

Merit list of University: The placement of students in the University merit list is a strong indicator of attainment of Program outcomes.

Extra and Co-curricular Activities: Participation and Performance in the extracurricular and Co-curricular activities is also a marker of the attainment of Program Outcomes.

Feedback: Feedback on teachers, curriculum by various stakeholders is regularly taken in online and offline modes to enable the college to understand if the objectives and outcomes are attained.

Placement: Placement of the graduates and post graduates through campus placements and well as off campus placements also indicates the attainment of program specific objectives.

Academic Progression: The students' progression from UG to PG and PG to Research or Professional courses is also considered while evaluating the program specific outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

460

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.abedainamdarcollege.org.in/assets/pdf/Student_Satisfaction_Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

11

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Incubation, Innovation and Start up Cell was established on 13/09/2018. The center organizes various activities which are sponsored by Centre for Incubation, Innovation and Linkages, Savitribai Phule Pune University and the Management of Abeda Inamdar Senior College, Pune. Activities such as Seminars on Entrepreneurship, Business Ideation Competition and Igniting Young Minds for Startup Ideas are organized. The cell encourages and facilitates the startup initiatives by the students.

The college has taken initiatives to create conducive environment for research and innovation. A grant of 92.5 Lacs from DST under FIST 0-Level Scheme has been used to upgrade Science Laboratories and establish Advance Scientific Research Lab with Animal Tissue Culture facility.

Faculty members have registered for M.Phil and Ph.D. programs. Recognized research guides are guiding Ph.D. Scholars.

Staff members at PG departments guide students for research projects undertaken in lieu of practical course as per the SPPU guidelines. Students participate in conferences and symposia to present posters and papers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

01

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.abedainamdarcollege.org.in/research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

27

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college undertakes various activities to sensitize students to social issues and work on their holistic development. Awareness regarding Aids, Voting Rights, Traffic Rules, Anti Ragging Regulations, Human Rights and Gender Sensitization is generated various activities.

NSS Unit organizes tree plantation, Polio Vaccination Drive, Essay Writing and Poster Making completions on the regular basis on various occasion like Unity Day, International Environment Day and AIDS Awareness.

NCC Unit is instrumental in developing capacity to meet

emergencies and combat natural disasters during the pandemic (Covid-19). NCC volunteers contributed towards vaccination program. Kargil Vijay Diwas is also celebrated every year.

On the occasion of 74th Independence Day, various competition like Quiz, Posters, Debates and Presentations were organised on the "Aatma Nirbhar Bharat" theme. Departments organized online debates, poster presentations and invited talk on the occasion of International Women's Day. Visit to Orphanage was organized for students and staff members and gifts and donations were handed over to the children.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

02

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

35

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2540

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

16

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- **Class Rooms:** The College has 52 classrooms with equipped with LCD projector, Sound System and conventional teaching aids.
- **Laboratory:** There are 27 laboratories for undergraduate, postgraduate programs and research. All science departments have separate laboratories supported with ICT facilities Language Laboratory and Computer laboratories have sufficient number of computers with all software. Wi-Fi Zones with net connectivity are available for students.
- **Research Centre:** Special research facilities are available in the department of Chemistry, English and Commerce. These include laboratory for scientific research in chemistry & other allied subjects, Language laboratory for Department of English and SPSS & Minitab Software facilities are availed from the sister institution, Allana Institute of Management Sciences by the department of Commerce.
- The college has 5 auditoriums, namely, Green auditorium (300 capacity), Pavilion hall (200 capacity) and Antique Seminar Hall (120 capacity), Hi-tech Hall (125 Capacity) and one centrally located A.R.Shaikh Assembly hall (500 capacity) to conduct seminars, workshops,

symposia and conferences.

- **Botanical garden:** The Department of botany monitors and upkeeps the campus garden. It has taken initiative to give botanical names to 63 different species of trees.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.abedainamdarcollege.org.in/infrastructure

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

Cultural Activities: The parent trust provides 5 auditoriums and a recreational open space which are sufficient for the conduct of cultural activities.

Sports: Azam Sports Academy promotes Sports talent among students. Badminton Court, Tennis Court, Mud Ground, Cricket Ground, Hockey and Football field and 400m Running track are available to students in V. M. Gany Sports Complex. Facilities for Volleyball, Kabaddi, Kho-Kho, Soft Ball, Base Ball Tennis, Basketball, Fencing, Carom, Power Lifting and Kickboxing are also available. Twenty coaches have been appointed to train students. There is a Gymnasium with required amenities. A separate room is available for Yoga and Meditation. Diet scholarship, transportation and medical assistance is provided to sports students.

NSS Unit: The College has an NSS Unit with the strength of 250 volunteers. The College provides facilities such as Transport, accommodations for students, teaching and non-teaching staff members, cooking equipment & other accessories for NSS activities.

National Cadet Corps (NCC): The College has commissioned an Army Unit of 1 Maratha Signal Company of NCC with the strength of 75 cadets divided into 50 boys and 25 Girls. A dedicated office with store room has been provided for this.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.abedainamdarcollege.org.in/infrastructure

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

52

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

24.3766

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The central library has 35231 reference books and text

books. Library also subscribe to 09 journals and N-List Program. The digital library is equipped with 79 computers. The Integrated Library Management System (ILMS) is an automated package of library services that has several functions. It offers OPAC services like cataloguing, Searching, Member / Patron Management, Acquisitions and Circulation (issues, returns, and reserves) with a full screen Graphical User Interface (GUI).

Name of ILMS software: Vriddhi Software Solutions Pvt. Ltd.

Nature of automation (fully or partially): Fully Automated

Version: 2.0

Year of Automation: 2005

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.abedainamdarcollege.org.in/library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.69257

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

47

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The college has 657 computers connected to lease line internet of BSNL having speed of 2 GB which is upgraded on 24/6/2021. The college has a secured Wi-Fi enabled with speed of 150 mbps along with 5 routers
- The College has adopted latest client-server technology with Lenovo 530 Server having 150 clients and HP Z620 server with 150 clients.
- Technical up gradation of machines, software's and antiviruses is undertaken regularly under Annual Maintenance Contract (AMC).
- The college updated version of Vridhhi ERP software, which helps Online Admissions communication with students, sharing notes and feedback collection. Time Table, Upcoming Events, Teaching Plan and E-Diary are used through Vridhhi.
- Classrooms are upgraded as per the requirement of ICT teaching methodologies and two smart classrooms are also available in the college. New LMS technology from SPPU is also utilized by few departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/results?search_query=aisc+edu

4.3.2 - Number of Computers

622

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

24.37

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

A system is in place for utilization and maintenance of following facilities. Campus upkeep is maintained through housekeeping department. Computers, printers and power backup are maintained through Annual Maintenance Contract.

Procedures and policies:

Sports complex and Gymnasium: The College utilizes these facilities available with central sports academy through advance requisition with specific timeslots for male and female students.

Class Rooms and Laboratories: The daily schedule is followed as per the student strength and time table. Each ICT enabled classroom and smart classrooms are assigned to teachers for maintenance and upkeep.

Laboratories: Standard Operational Procedures for equipment and instruments are followed. Dead Stock register is maintained, updated and verified during academic audit. Outdated equipment and instruments are discarded through standard procedure.

Computer Laboratory: Computer laboratories are used as per timetable. E-waste is disposed through Azam Campus Hardware academy.

Library: Students can issue two books every week and access online e-journals, e-books and e-magazine from 7.30 a.m. to 6.00 p.m everyday.

Auditorium: Six halls with audio-visual facility are used to conduct extracurricular activities through requisition.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.abedainamdarcollege.org.in/assets/pdf/Policy_Infrastructure_Utilization_Maintenance.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

378

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

102

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students'

A. All of the above

grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

251

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

226

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

09

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

23

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The student council is formed under the aegis of Board of Students' Development, Savitribai Phule Pune University every year. The college has an active Student Council formed as per the SPPU guidelines. The University Representative (UR) is elected from amongst the Class Representatives (CR). The Students Council was not constituted as per the Maharashtra Ordinance XXV of 2016 since 2015-16 till date.

The Board of Students' Development undertakes various schemes for the students like Karmaveer Bhaurao Patil Earn and Learn Scheme, Self Defence workshops such as Nirbhay Kanya and Gender Sensitisation Workshop. But due to Covid 19 Pandemic none of the above schemes were undertaken in the year 2020-21. However other Programs undertaken by Students' Development Board during the year are National Education Day, Lokshahi Pandharvada and Marathi Divas.

The active involvement of the class representatives motivates the students to participate in the programs. Each representative can be a member of more than one activity / committee, either academic or administrative or cultural. Post-Graduate Students help in organizing and conducting Remedial and Bridge Courses and cultural programs. Such comprehensive participation and delegation have helped in fostering leadership qualities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

270

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Abeda Inamdar Senior College, Pune Alumni Association was registered under the society's registration Act 1950, on 07/05/2008. The total number of registered members is 21,627 and in the academic year 2020-21, alumni association registered 1927 new members without taking registration fee in consideration of Covid-19 pandemic and received donation of Rs. 50,500/-. The association has fixed deposits of Rs. 9,90,000/- and Rs. 29,042/- in banks account.

Association provided financial assistance of Rs. 50,480/- to five students and donated Sanitization Kits and Food Packets to 58 children from Tayyabia Orphanage. Alumni association celebrated International Women's Day as a part of Gender Sensitization activity.

Sr. No.	Date of Donation	Name of the Donor	Class	Donated Amount
1.	13-01-21	Pawar Namir Dastagir	T.Y.B.C.A. Science	24745
2.	13-01-21	Qureshi Aamana Danish	T.Y.B.Com.	4000
3.	13-01-21	Sayed Madiha Munawar	F.Y.B.C.A. Science	12415
4.	13-01-21	Choudhari Sajida M	S.Y.B.Sc.	5970
5.	13-01-21	Shaikh Ramsha Mirza	M.Com-I	3350
Total				50480

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Mission Statement: Read to Lead

Vision:

1. Education to those sections of society belonging to the socially, educationally and economically weaker background.
2. To educate is to empower.
3. To educate women is to empower a nation.

The college has a visionary management that incorporates quality in education. It gives the roadmap and guidelines for conducive learning. The college remains committed to its mission of educating girls as reflected in the high percentage of girl students. The college provides holistic education by concentration on academics complemented by emphasis on sports, extension activities and social awareness.

The College Development Committee (CDC) is instrumental in planning, monitoring and evaluating the administration and academic processes. The staff members become part of the planning and decision making process of CDC through representative members of each faculty. Major decisions like Sanction of Budget, Addition of New Courses, Appointment of Staff and implementation and accountability of the teaching-learning process are taken by CDC and routed through the IQAC. Teachers participate in academic

planning and execution as conveners and members of various committees. The active involvement of the student council motivates the students to participate in the programs undertaken and ensures maximum participation.

File Description	Documents
Paste link for additional information	https://www.abedainamdarcollege.org.in/about_us#objectives
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Processes in Academics and administration that were centralized earlier are being selectively decentralized. CDC, IQAC, Principal, Heads of Departments and Faculty take autonomous decisions at their level for accomplishing the set goals. This results in increasing the quality and effectiveness of the system and empowering and strengthening the capacities of administration.

The college applied for Autonomous status in 2019. UGC committee visit was scheduled in December 2020. An Autonomy committee was constituted for the smooth conduct of the same. The responsibilities were disseminated in a way that displays decentralization and participative management in practice.

The convener of the autonomy committee constituted sub-committees to co-ordinate with Peer team Members, handle transport, hospitality, reception and food arrangement. Sub committees looked after Technical support, Infrastructure maintenance, Organization of students and alumni meet and campus visit. Senior faculties along with two to three staff members were assigned the duties. The team was given liberty in taking decisions and execution. The principal and IQAC reviewed the work in progress from time to time.

This led to successful completion of the Peer team visit with grant of autonomous status by UGC on 26th December 2020.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college was granted autonomous status by UGC on 26th December 2020. To implement autonomy, the following steps were taken by the college, in accordance with the 2018 guidelines of UGC for autonomous colleges.

1. Sent letters to UGC, SPPU and DHE, to ask for nominations on the Governing Body, Academic Council and Various Board of studies.
2. Constituted of Board of Studies, Academic Council and Governing Body after getting nominations from UGC, SPPU and DHE.
3. Constituted College Committees as per UGC Guidelines.
4. Constituted Board of Examination and Examination Committee for chalking out the rules and regulations dealing with all aspects of examination and evaluation and development of examination management system.
5. Conducted BoS meeting for framing program structure, syllabi for existing courses and new diploma and certificate courses.
6. Arranged Academic Council meetings for approval of Program Structures, Syllabi and Examination Handbook.
7. Organized Governing Body Meeting for approval of new programs as per suggestions of Academic Council.
8. Constitution of Statutory Bodies, List of Committees with Conveners, Program Structure and Syllabi were uploaded on the college website.
9. Implemented autonomy from the Academic Year 2021-22.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.abedainamdarcollege.org.in/syllabus
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Institutional bodies namely, Governing Body and College Development Committee make policy decisions, which are implemented through the Principal and Heads of Departments.

Academic and Administrative policy decisions are implemented through IQAC, which constitutes a number of committees for effective functioning of the college. Academic committees like Examination, Library, Research and Development, Purchase and faculty associations. The committees like NSS, NCC, Students' Welfare, Extramural Board, Cultural Committee and Staff Academy coordinate with IQAC for extra-curricular and extension activities. Anti-Ragging Cell, Grievance Redressal Cell, Internal Complaint Committee, Counselling Cell, Placement Cell and Minority Cell address the issues of students as per requirement.

The Office Superintendent oversees the Office administration. Admission, Eligibility, Scholarships and Freeships, Accounts, Issue of certificates and documents, Maintenance of staff service records and correspondence with the Affiliating University, UGC and Government bodies is handled by the office.

The college follows guidelines of UGC, State Government and Affiliating University for procedures involving recruitment, promotions and service matters as applicable to minority institutions.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.abedainamdarcollege.org.in/assets/pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. Loan facility is available from Azam Credit Society for teaching and non teaching staff.
2. Fifty percent Fee concession is given to the wards of teaching and non-teaching staff studying in the campus.
3. Fee concession to non-teaching staff members willing to get higher education and their promotion after completion of degree.
4. Provision of advanced payment of salary to the unaided faculty on the occasion of Diwali and Eid.
5. Concessional Rates of treatment for teaching and non teaching staff at Z. V. M. Unani Medical College and M. A. Rangoonwala College of Dental Sciences and Research and M. A. Rangoonwala

College of Physiotherapy and Research.

6. Incentives to staff members to appreciate the hard work and excellent academic achievements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

02

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

16

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

52

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A system for Regular Assessment of Teaching and Non-Teaching Staff is in place.

API Forms: Academic Performance Indicator (API) of each staff

member is validated by IQAC according to the prescribed norms of the UGC. The API is filled in by the staff, verified by the HOD and submitted to IQAC. As and when the staff member is eligible for Career Advancement Scheme and fulfils all prescribed conditions, the IQAC recommends the case to the University through the Principal. Performance Base Appraisal System Forms are screened for such staff members and validated by the IQAC. The subsequent promotion is through a procedure of verification of scores, recommendation by the management and personal interviews by a panel constituted as per University norms. The committee forwards the case to the Joint Director, Higher Education, Government of Maharashtra for Pay and Grade Fixation. The IQAC maintains the personal files of non-teaching staff members.

Confidential Reports: The result is an indicator to evaluate the performance of the faculty. Result analysis is done at the departmental level after the results are declared. Confidential report of each faculty is submitted by the Head of department to the Principal. The same is recorded in personal file.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit: The management appoints an internal auditor for the college. Suggestions of the internal auditor are incorporated. Objections, if any are settled in a stipulated period.

External Audit: The College has appointed an external auditor. The financial statement of the college including books of accounts, vouchers, statement are audited by the external auditor and the report submitted to the management. Objections if any are settled by the Accountant and the Principal.

Salary Audit: The auditors from the department of Higher Education carry out an external audit of the teaching and non-

teaching salary forwarded by the government. In case of any objection, administrative office addresses the same.

Other Audits: Further all necessary audits as per the requirements of the University (SPPU); UGC and Government of Maharashtra are carried out by the college as required. The University and UGC authorities carry out an audit of all the funds forwarded to the college by them under the National Service Scheme, Adult and Continuing Education Scheme, under any development or five year plan grant, as well as the audit of examination funds. Objections if any are settled by the person in-charge and the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funding Sources

Fees: College follows the regulations of affiliating University with respect to the tuition fees from all courses.

Funding Agencies: The funding agencies like UGC, BOD, DST disburse grants. The faculty apply for the grants by submitting

their Research proposals.

Utilization Strategies

Departmental Activities: All departmental budgets for each academic year are placed for approval in the CDC meeting for sanction of expenditure to be incurred.

Salary: The salary of staff appointed for self-financed courses is disbursed through the funds generated from such courses.

Infrastructure: Adequate provision for development of infrastructure is in place. The maintenance is carried out by the team of vendors appointed by the parent trust.

Centralized Purchase: This centralized purchase procedure facilitated through the purchase committee ensures transparency, quality and cost effectiveness. The committee follows standard protocols and procedures for the purchase of Chemicals, Glassware, Consumables and Equipment. Sports material and stationary are purchased in bulk to make it cost effective.

Library Expenditures: The library is upgraded regularly. Addition of text and reference books takes place as per the change in curriculum.

Audit: The audited statement of accounts is submitted for final settlement to the funding agencies.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

1. **Academic and Administrative Audit:** IQAC had implemented internal verification system by parallel Heads of the Departments in the year 2013-14. Head of one department verifies the documentation of another department and vice versa. In addition, an external verification of documents was introduced by IQAC wherein guest experts were invited for academic audit. The

checklist of documents related to AQAR and departmental administration was the basis on which the validation was completed jointly by the Head of the department and external expert. Evidence of Success: The external verification process was very helpful as suggestions given by the experts were duly noted for further improvement. IQAC studied the reports of academic audit and ensured the implementation of suggestion.

2. Certificate courses: These courses help in enhancing the skill sets and employability of the students. The courses offered in the current year are Basic Techniques in Molecular Biology, Human values and professional ethics, Marketing Skills, Cheminformatics, Python Programming, Software Testing and Environmental Management. In addition the college has tied up with IIT Mumbai via a Memorandum of Understanding through which the college can access 72 of their online skill courses for all the students of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The teaching learning, infrastructural facilities and teaching outcomes are reviewed by IQAC and appropriate changes are suggested. This practice has helped to achieve academic as well as administrative excellence.

Review of Teaching Learning Process: The IQAC prepares and monitors the time table. Deviation from this is brought to the notice of the individual teacher and the head of the department. Teacher feedback is taken from students with respect to the teaching learning and evaluation process at regular intervals. Result analysis is also an integral part of the review. Feedback is analyzed and outcome is discussed with concerned teacher. Internal and External Academic Audit augment the reviewing of teaching, learning and evaluation process. The IQAC reviews the teaching methods followed by the teachers as reflected in self-appraisal forms. IQAC has suggested modern methods for augmentation of teaching-learning process. To bridge the gap

between the University prescribed syllabi and job requirement IQAC decided to introduce value added, skill oriented and short term courses for the students.

This has led to a considerable rise in the number of university rankers. In the Last year around 20 students have topped the university merit list. The college has also been granted Autonomous Status by UGC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.abedainamdarcollege.org.in/assets/pdf/IQAC-Meeting2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College takes measures to promote gender equity by organizing programs like orientation, seminars, guest lectures, workshops, elocutions competition and debates.

- There is 24 hours security on the campus managed by duly appointed Director of Security and Safety, Azam Campus. The campus has CCTV cameras fixed at strategic locations.
- Safety Rules are displayed and Fire extinguishers are placed in all laboratories and corridors.
- Need based Counseling is undertaken by Teachers, Counseling Cell and Professional Counsellors. Few cases are referred to competent Psychiatrists and Psychologists.
- The college has separate seating and relaxing areas for girls and boys throughout the campus.
- The separate girls and boys common rooms have attached washrooms for the students.
- A vending machine is installed in the girls' common room.
- Anti-sexual harassment and Internal complaint committee is in place to address issues, if any.
- Adequate physical facilities are provided to staff members in the college.

File Description	Documents
Annual gender sensitization action plan	https://www.abedainamdarcollege.org.in/assets/pdf/7.1.1 Plan of Activities Gender sensitisation.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.abedainamdarcollege.org.in/assets/pdf/7.1.1 Website Upload Safety Security.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

a) Solid Waste Management:

- Colour coded (green, red, yellow, blue, black) dustbins and Sani bins are used for segregation of waste.
- Housekeeping staff has been trained to handle the waste.
- Organic waste is processed through Organic Waste Converter machine and used for composting, which is used as manure in the campus.
- Canteens use degradable and washable plates.
- Plastic Waste, Metal scrap and papers are recycled through recognized agencies.

b) Liquid Waste Management:

- Micro scale techniques are implemented at PG and U.G. levels.
- Rotavapour is used for distillation and Recovery of Solvents.
- Use of Dilute solutions and double burette methods for titration ensures minimum consumption of chemicals.
- Routine Checking and Drainage pipelines is done regularly.
- Spent wash from labs is handled as per standard protocols.

c) E-waste management:

- E-waste is centrally collected and handed over to an agency, which is Maharashtra Pollution Control Board certified firm. Old batteries are replaced by buy back scheme with specific vendor.

d) Biomedical waste management

- The biomedical waste of the entire campus including sanitary pads is packed in black colored bags and is handed over to the Biomedical van of Pune Municipal Corporation.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
B. Any 3 of the above	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows:	
1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and	
C. Any 2 of the above	

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The parent society and college cater to the needs of students from cultural, regional, linguistic, communal and socioeconomic diverse background. The college admits the students from other states as well as international students from SAARC countries. The college provides atmosphere of unity and harmony for all the students to ensure that every student, irrespective of the background experiences unbiased treatment.

The college conducts various activities to address social issues and provides platform to students to understand different cultures and social groups. The teachers identify the social issues and encourage students contribute in discussion. Such activities are aimed at establishing positive interaction among people of different racial and cultural backgrounds.

Some of the activities conducted online in the academic year 2020-21 are as follows.

1. Students Presentation on CAA, NRC, NPR
2. Presentation on Caste inequality and caste discrimination in India
3. Open discussion on Love Jihad
4. Inter-Faculty Online Article Writing Competition on Social Issues
5. Exhibition of Handcraft from North-Eastern States

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Every year various departments of the College undertake activities for inculcating the importance of Constitution in our life and tries to sensitize the students by inculcating the Constitutional values, fundamental rights, duties and responsibilities of students as a citizen of India. Also, to create awareness in youth about "Aatma Nirbhar Bharat" various programs are conducted. The activity like Inter Faculty Online Patriotic Solo Singing Competition gave the students an

opportunity to express their patriotism. Such programs promote the highest levels of human aspiration and artistic integrity through the composition. Also, sessions on Right to freedom for Women, Women law Enforcement were organised. This helped the girl students to know about the various laws for women safety, security and empowerment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1nloiDsTBOiZ5JkEjNFqfDn_t3NmhlO3D/view?usp=sharing
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

M.C.E. Society, every year, celebrates Independence day, Republic day, Shivaji Maharaj Jayanti, Dr. B.R. Ambedkar jyanti, Mahatama Phuyale Jayanti and Mohammed Paigambar Jayanti.

The Institution every year celebrates national and International commemorative days by organizing competitions like Patriotic Singing, Essay Writing Tree planation, Slogan writing. Programs such as Zara Yaad Karo Kurbanı are organized. Online Essay Competition on occasion of International Women's Day, Small talk on Women Environmentalist in the World. The objectives are to raise awareness of the Prime Minister's vision of building a strong and self-reliant India and reminder of the sacrifices of our valiant freedom fighters who stood up against the colonizers and even suffered harsh consequences. Various programs are organized to raise awareness about the Environmentalism and Freedom of women, to inculcate National Integration and unity, to give an opportunity to the students to express themselves as a tribute to the Teachers, to promote national integrity and the spirit of fraternity.

To create awareness about the status and dignity of women among the students their contribution in Environment Conservation one minute talk program was organized by the Environmental Science Department.

All the events were organized through online platforms hence geotagged photos can not be uploaded. Please Note.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of the Practice: Online Teaching, Learning and Evaluation

Objective

Adoption of online platforms for Teaching, Learning and Evaluation in view of the COVID-19 pandemic.

The Context

Offline teaching was not possible due to restrictions during Covid-19 Pandemic. The college adopted online platform to achieve effective curriculum delivery. It was ensured that online system compensated for the offline system of teaching.

The Practice

The parent society provided G-Suite facility for teaching. The staff members were trained to use the functions like Google Meet, Meet Attendance, Chrome Extensions, Google Classroom, Google Forms, Video Editing Tools like OBS and Filmora and Online Testmoz through one week FDP organized by the college.

Class-wise time table to conduct online lectures and practical was framed by IQAC and the same was monitored by the Principal through admin access. Google classrooms were created by all teachers for each class and course. Syllabi and study material were uploaded in the classrooms. Power point presentations, you tube video and videos recorded by the teachers were used extensively. Laboratory sessions were covered through live and pre-recorded demonstrations and animations. Practical sessions were enriched through virtual labs like <https://vlab.amrita.edu/> and <https://www.vlab.co.in/participating-institute-iit-kharagpur>. Remedial coaching and revisions were also scheduled for slow and advanced learners.

Continuous online evaluation was followed through assignments, quiz, MCQ tests and seminars. This enabled the students to handle the End Semester Examinations conducted by the affiliating university smoothly. The college conducted online practical examination, viva-voce, pre-synopsis presentations and Ph.D. viva voce.

Experiential and participative learning was achieved through online extra and co-curricular activities like E-Poster Competition, Guest Lectures, Research Presentations, Group Discussion and Elocution Competition, Debates, Poetry Reading, Story Telling, Patriotic Song Singing.

Feedback was collected from students to evaluate the success of online teaching, learning and evaluation. The college conducted online student satisfaction survey for feedback on Academics, Administration and Infrastructural facilities.

Evidence of Success

Majority of students showed satisfaction with the online teaching learning experience as evidenced from the feedback collected during the classes. The performance in continuous internal evaluation and university examination was found to be creditable. The passing percentage of final year students was 100% at UG and PG Level.

Problems Encountered and Resources Required

Few students from rural areas, found it difficult to maintain regular attendance during online sessions due to network issues and load shedding. Such students were advised to refer to study material shared in the classroom and also watch the videos whenever possible. College provided resources like high speed internet connection and access to relevant online platforms to teachers. Teachers used headsets, webcams and pen-tablets for effective teaching.

Title of the Practice: Online Support System for Students during Pandemic

Objective: To provide the students with information, support and guidance needed for successful completion of academic year.

The Practice: Following sessions were conducted to guide the

students.

Orientation Lecture: The program structure was explained with respect to subject combination offered by the college and course schedule. Information was provided about library facilities, co and extra-curricular activities, NCC, NSS and various scholarships/free ships.

Induction Lectures: Students were made aware of disciplinary rules and regulations including Anti-Ragging Awareness, Anti-Sexual Harassment Rules and gender sensitization issues.

Implementation of CBCS: The system of Choice Based Credit System was explained to the students and they were encouraged to participate in online co-curricular and extra-curricular activities to earn the mandatory credit scores and keep the documentary evidence for the same.

Examination Guidelines: The guidance was provided to the students on procedure for online application for examination and helpline was provided to resolve the issues faced by students.

Counselling Cell: In the context of the present crisis and in pursuance of the letter sent by UGC (F.No1-1/2020 (Secy) dated 06/04/2020), Director of Higher Education (Corona/MV-1/2020/4088, dated 06/04/2020) and SPPU (2019-20/917, dated 09/04/2020), the college had taken several steps to protect and enhance the mental health of students during the crisis situation and lockdown due to COVID-19 outbreak. Setting up of helpline with phone numbers of senior faculty members, head of Psychology department and trained student counsellors. These numbers were displayed and shared on the college website and on student WhatsApp groups.

Evidence of Success: Large number of students benefitted with the support system provided by the college. The students expressed satisfaction about the assistance provided by the teachers and support services. The foreign students as well as students staying in hostels were contacted by various faculty members and assistance provided was beneficial. The important concern of the students about examinations was resolved by regular communication. Various videos and messages shared to uphold positive spirit and mental health reduced the anxiety of the students and gave them strength to deal with the crisis.

Problems Encountered and Resources Required

No problems were encountered in providing the online assistance to the students once the communication lines were made easily accessible. The resources required were mobile devices and internet connectivity which were readily available.

File Description	Documents
Best practices in the Institutional website	https://www.abedainamdarcollege.org.in/assets/pdf/best_practices_and_institutional_distinctiveness.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College focuses towards the education and development of the socially and economically weaker sections of society and Muslims in particular and is surrounded by an underprivileged and middle class habitation.

The college follows first come first served admission policy. This policy ensures that the students residing in the vicinity of the college and the first generation learners are accommodated. As many students come from vernacular medium, it becomes imperative to offer English language, personality development, confidence building activities and bridge courses to ensure their growth.

The college informs students about the availability of scholarship schemes. The teachers contribute to poor fund, which is utilized to sponsor the education of needy and deserving students. The management also sponsors the fees of needy students. The college runs three parallel earn and learn schemes, to accommodate the large number of students that apply for the same. Socio cultural challenges like early marriage and post-marriage opposition to further studies are addressed.

The college campus is secure Wi-Fi enabled. The college has adopted technology based methods of teaching and learning and efforts are taken to provide the students with latest information

technology faculties. The management is proactively involved in this endeavor.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. **Implementation of Autonomy:** The College was granted Autonomous status in December 2020. In view of this, for implementing Autonomy the college will constitute statutory bodies as per the UGC guidelines. The college will work towards framing of syllabi and its approval for all existing courses. The college also proposes to introduce new diploma and certificate courses under Autonomy.

2. **Augmentation of Examination Section:** Taking into consideration the important role of examination in Autonomy, the college plans to develop customized software for the entire process of examination.. The college also intends to procure software to conduct proctored online examinations.

3. **To develop the practice of online teaching and learning:** The college will make budgetary provisions for purchase of its own G suite. All students admitted to the college will also be provided with institutional e-mail Id. Internal examinations will be conducted through proctored modules.

4. **Introduction of New programs:** P.G. programs like M.A. psychology, Ph.D. in Urdu and Ph.D. in Microbiology will be introduced.

5. **Strengthening Research:** The College will take steps to get research grants, establish MOU, encourage Staff to undertake research projects, and to increase the students' involvement in research projects and field research work.