

M.C.E.SOCIETY'S
ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE AND COMMERCE, PUNE 01
(AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE)
BEST PRACTICES: 2018-19

Best Practice I

1. **Title of the Practice:** Admission in Minimum Time with Maximum Ease
2. **Goal:** To complete the admission process with maximum efficiency in a time bound manner
3. **The Context:** Facilitation of timely and hassle free online admission process in one visit to the college. The college provides facilities viz. display of step by step procedure of admission, 140 computers for online applications and supporting staff. Easy procedures for completion of admission process, issuing of Identity Card and Library Card with facility of on campus payment of admission fee through extension counter of bank.
4. **The Practice:** Abeda Inamdar Senior College of Arts, Science and Commerce is a minority education institution. Rules of reservation are not applicable hence 100% admissions are given to all minority communities in unaided sections. Unaided section of the college comprises 90% of student strength. Prescribed norms of statutory bodies are followed for admission to aided sections. The college gives admission on first come first serve basis irrespective of caste, class or category with a cut off of 50% for UG and PG Programs. The students are given admission as soon as they come to the college with a printout of the online admission form. Thus, a student can complete the entire process within one day and in one visit to the college. However a time period of three days is given to each student to complete the admission process, failing which the student loses his/her claim over the seat. Thus the college completes the entire admission process within one month from the date of opening of admissions.

Generally, the affiliating university sanctions additional 10%-20% of intake capacity on application made by the college after 45 days of commencement of the admission process. Admissions are given under this additional quota on merit basis.

The college has a center of the 'School of Open Learning' of the SPPU for B.A, B.Com. M.A. and M.Com. Programs. Students securing less than 50% marks or students approaching after

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completion of admissions are guided to apply through the university's website at this center for admission. Thus, such students are also accommodated by the college.

5. **Evidence of Success:** This practice ensures those students who give a preference to the college for admission, can complete the admission with just one visit to the college. No student that approaches the college within 20 days of commencement of admission is left out from getting admission to the college and admission process is also completed within one month from date of commencement of admission. The procedure followed for 10%-20% additional quotas ensures that meritorious students who approach the college late for admission also get a fair chance of getting admission. The college has a Cosmopolitan Diaspora of students.
6. **Problems Encountered and Resources Required:** As such the college does not face any problem in practicing the above mentioned policies and procedures. Well trained and motivated teachers and support staff is needed for effective implementation.
7. **Contact Details:** 8805020780

Name of the Principal	:	Dr. Shaila Bootwala
Name of the Institution	:	Abeda Inamdar Senior College of Arts, Science and Commerce
City	:	Pune, Maharashtra
Pin Code	:	411001
Accredited Status	:	A Grade (Third Cycle)
Work Phone	:	020-26457577
Tele Fax	:	020 26457577
Mobile	:	9422013735
Web site	:	www.abedainamdarcollege.org.in
Email ID	:	prin-aisc@azamcampus.org

BEST PRACTICES: 2018-19

Best Practice II

1. **Title of the Practice:** Short Term Skill based Courses
2. **Goal:** To provide opportunity to students to increase their skill sets
3. **The Context:** Affiliating University changes the syllabi after every five years. Updation of prescribed syllabi is not synchronized with the dynamics of market requirement. Additional skill sets in a graduating student can increase the employability.
4. **The Practice:** College offers short term skill based courses to enhance communication skills, proficiency in computers, entrepreneurial skills and professional exposure to various areas of study. These courses help in enhancing the skill sets and employability of the students. Some of the courses offered by the college in the current academic year are as follows:
 - a. Hands on Training in Basic Techniques in Molecular Biology
 - b. Skill based certificate courses in human values and professional ethics in collaboration with advocate Nasir Inamdar and Associates, Pune
 - c. A certificate course on Marketing Skills in real estate industry in collaboration with Sri Bal Developers, Pune
 - d. A Certificate Course on Digital Marketing in collaboration with department of computer application, Azam Campus, Pune
 - e. Certificate Course on Cheminformatics
 - f. Certificate course on Python Programming
 - g. Add-on Course on Software Testing
 - h. Aptitude Training Session for M.Sc. students
 - i. Add-on Course on Amazon Web Services
 - j. Certificate Course in 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.

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5. **Evidence of Success:** This practice has added to desired skill sets in the students, which shall provide them with better opportunities for employment.
6. **Problems Encountered and Resources Required:** The college has adequate infrastructure and facilities to run these courses. Further the college has a large number of computers all connected to high speed internet. The college provides free wifi facility to all smart phones and tablets of students. In addition to well trained staff members, resource persons and experts from reputed institute are also invited

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