

Criterion 6: Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year

Our college is centrally located in the city of Pune. As such students from central 'peth' areas as well as sub-urban areas seek admission in our college. The Principal forms various core committees for smooth functioning of the college. These committees further function under a head and its members to ensure organization of student oriented activities as well as regular administrative procedures. Responsibility of the head of committees is assigned to experienced staff members for proper planning and execution. The committees have to conduct meetings regularly and submit their reports to the Principal and management.

To ensure that each student seeking admission to the college receives proper guidance for selection of proper subjects and in a smooth hassle free way, the Principal forms admission committee that has sub-committees for Arts, Commerce and Science separately. The Committee members comprising of teaching staff physically verify the admission forms, guide the students about the documents to be attached, subjects to be selected and free-ships or scholarships available. The student then directly goes to the office staff to pay the fees and secure admission. This hierarchical pattern of admission committee wherein teachers are available to guide the students and solve their queries, clerks to facilitate the admission process and peons to maintain discipline on the campus is an exemplary decentralized and participatory management.

The college has a separate College Development Committee as per University Act. All issues related to Teaching, Learning, Evaluation, Research and College Administration are taken up for discussion in this committee. Regular meetings as per norms are conducted taking into consideration all the recommendation of the members. The Management is informed accordingly. As per the new norms the IQAC Coordinator is also a member of the CDC. The constitution of the Committee with Management members and Principal along with teaching and non-teaching representatives ensures equal representation of all the members of the institution. Hence the decentralization offers an equal opportunity to all the members to participate in managerial decisions. All the significant decisions related to the college administration and activities for the students or teachers are planned in the meetings.

For instance the annual increments of teaching and non-teaching staff members of aided / unaided are taken up for discussion and the decision is implemented by the Principal as per the recommendation of College Development Committee and Resolutions of the Management Body.

Another instance of decentralization and participatory management is the work assigned to all the faculty members in Discipline Committee. All the staff members are given the duty to maintain discipline amongst the students along with the Physical Director so as to ascertain safe and peaceful work environment. The Discipline Committee ensures ragging free and safe environment for all the students in general and girl students in

particular. Inclusion of all the teaching staff in Discipline Committee offers a friendly atmosphere to the students and also greater sense of security on the campus.

6.1.2 Does the institution have a Management Information System (MIS)?

Partial

Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of following

1. Curriculum Development

Our college is affiliated to Savitribai Phule Pune University. Our college does not have 'Autonomous' status therefore the college follows the curriculum and syllabus prescribed by the university and does not have the autonomy to design its own syllabus and curriculum. Some of the senior faculty are members of Board of Studies and as such participate in syllabus and curriculum development. Teachers enthusiastically participate in workshops related to revised syllabus or for restructuring syllabi.

2. Teaching and Learning

Most of the students in our college come from vernacular background. In keeping with their regional background we use traditional as well as modern teaching methods. Use of chalk and talk method is complemented by use of online teaching resources and e-learning tools. Group discussions, students' seminars are conducted to promote academic development. Students are given projects and exhibitions of their projects are organized by various departments to motivate the students and develop their confidence as well as enhance their subject knowledge. Students are shown documentaries, power point presentations, online videos, talks for effective learning.

Besides regular teaching, students are able to learn through participatory learning methods, elocution competitions, lectures by subject experts from other colleges. More focus is given on over-all development of students through extra guidance in weaker subjects. Teachers themselves undergo various training programs to apply innovative teaching methods in the classes.

3. Examination and Evaluation

Our college is affiliated to Savitribai Phule Pune University. Our college conducts examination and evaluation as per the guidelines provided by the university. Internal exams are conducted by the college and the term end examination is conducted by the University at the college centre. From the current academic year, 2019-20 the university has introduced semester pattern for First Year B.A, B.Com, and B.Sc. Accordingly credit system has been introduced to the classes and the exams will be conducted as per the guidelines given by the university, mostly following 30:70 pattern for internal and semester end examination.

In view of incessant rains in Pune or absentee due to participation in sports or cultural events a Re-examination was scheduled for the students. The management and college authorities take cognizance of students' problems and cater to their needs. The examination department makes all the necessary arrangements for re-tests and re-exams.

4. Research Development

Our college provides necessary support to enhance teaching skills through research and development. Almost all of the permanent staff has completed their Ph.D and teaching staff from non-aided departments is also actively engaged in research work. Most of the non-grant teachers too have enrolled for Ph.D and are pursuing their research enthusiastically.

Teachers from our college actively participate in conferences, seminars and workshops. Students' seminars or workshops for students to promote research interests are conducted by the teachers. One of our Science teachers, Mrs. Sunita Sakure completed her Ph.D in February 2020.

Teachers are engaged in active research work. Text-books and reference books are written by the teachers. Scholarly research articles are published in recognized and reputed journals with impact factors.

5. Library, ICT and Physical Infrastructure Instrumentation

Our college library is partially digitalized. Up-dation of library books and national and international journals subscription is done on a regular basis. Access to new books and journals for faculty and post graduate departments are made available through notice and circulars. Most of the faculty members make use of ICT in teaching. E-learning is encouraged and e- notes are provided to the students. Use of various ICT tools is made optimally.

New arrivals are displayed so that students and teachers have access to knowledge and information. Separate reading halls are available for girls and boys. Reference books are also made available to the students on requirement. Book bank facility is provided to the needy students.

6. Human Resource Management

The college and IQAC take efforts to enhance the knowledge of teachers and administrative staff through training programs. New recruitments of staff are done as per university rules. Our teachers are encouraged to participate in seminars and conferences at state, national and international level. One day workshops are conducted for supporting staff as well to provide them information about new software's and their functions. Teachers also conduct inter-disciplinary programs as a part of innovative practices.

Teachers are motivated to join faculty development programs, refresher and orientation courses. Placements and promotions of teaching and supporting staff take place under the guidance of the principal and the IQAC.

7. Industry Interaction / Collaboration.

Our college has collaborated with a few institutions and signed MOUs namely as follows.

1. ICA- the institute of computer accounts 25th July 2015 to 24th July 2020
2. ISKON- 5th Oct. 2017 till 4th Oct.2022
3. SANTECHSOFT- 11th Dec.2017 to 7th Dec. 2019
4. VARDHA-ACADEMY- 8th Dec. 2017 to 7th Dec. 2019

We propose to develop further industry interaction and collaboration in near future.

8. Admission of Students

Our college has under graduate program for Commerce, Arts, Science, BBA(CA), BCA as well as post graduate program M.Com and M.Sc.

In our admission procedure first preference goes to Shivaji Maratha Society and students from its allied Higher Secondary Schools. Admissions are given to the students on the basis of merit in Commerce, whereas for Arts, BBA (CA), Science, BCS students are given admission on first come- first serve basis. Students belonging to lower economic classes and working background have been considered sympathetically by the college. Often the fees are collected on instalment basis as a support to students from weaker economic classes. We follow government and university rules and regulations for admissions to all the courses.

6.2.2 IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

1. Planning and Development

Our administrative work is carried out by using software and most of the work is done online. Notices for Quality Improvement Programs, University circulars are sent and received online. Similarly communication and application is done online for Faculty Development Programs, Refresher and Orientation courses.

Our college is planning to bring in e-governance in a more substantial way in near future. Our College Development Committee and IQAC play a major role in planning and development. Major decisions to be implemented in the administration and teaching-learning are taken by these committees.

2. Administration

We have partial e-governance in the administrative process in our college and aspire to bring in e-governance completely in the near future. We do have partial online communication to the University and communication to the Joint Director of Higher Education through the AISHE portal. Information of Scholarships, Eligibility, Examination forms, enrolment of various government schemes are available online and correspondence is done online. Earn and Learn scheme is effectively implemented by the college through the college administration and Student Welfare Officer. Students have benefited from Savitribai

Phule Scholarship, Eklavya Scholarship, Bidi-Kamgar Scholarship for weaker section students.

3. Finance and Accounts

Our institution assigns Finance and Accounts work to the supporting staff on the basis of grantable and non- grantable sections. BBA(CA), BCS and Science to assigned to independent accountants, whereas the accounts of grantable section are taken care of by the Accountant of the aided section. Every year accounts books maintained by all the faculty get audited and assessed from the statutory auditor and report is provided to authorities within stipulated time.

For maintaining office records, we used Tally software as well as the support from Tally Company online is also available and sought. In addition to this different books and accounts are maintained and audited in case of seminars, NSS department, Examination Department, and minor research projects.

4. Students Admission and Support

For admission students fill up online admission forms. The college administrative staff of our college provides special guidance to all the students to fill up online eligibility and examination forms. Students are motivated to participate in various activities- cultural programs and sports. Such information is given to students at the commencement of the academic year through the interaction and induction program. Student Welfare Officer promotes Earn and Learn Scheme and other facilities available to the students.

Our college supports students who belong to the economically and socially weaker sections as it believes in providing equally opportunities of education to all. The institution works under the slogan of '*BahujanHitay, BahujanSukhay*' which means it believes in the outreach of education to the masses.

5.Examination

Our college follows the rules and regulation laid by Savitribai Phule Pune University. The University guidelines for the examination department are strictly followed and regulations observed. Chief Examination Officer and Custodian are appointed. Senior and Junior supervision work is meticulously carried out. Internal exams are conducted by the respective teachers. Results are declared in time. The examinations are conducted offline on the basis of Question Papers received online from the University and these online papers are printed by the Examination department. Online marks are filled by the links provided by Savitribai Phule Pune University. Term end and back-log results are displayed on the college notice- board as well as college website for the students.

6.3 Faculty Improvement Strategies

6.3.1 Teachers provided with financial support to attend conference/workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference /workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil

6.3.2 Number of professional development/administrative training programs organized by the college for teaching and non- teaching staff during the year:

Year	Title of the professional development program organized for teaching staff	Title of the administrative training program organized for non-teaching staff	Dates	No. of participants (Teaching)	No. of participants (non-teaching)
2019-20	Training on Life Skills	--	9/1/20 to 11/1/20	52	-
2019-20	--	Physical Fitness Camp	16-17 December 2020	-	33

6.3.3 No. of teachers attending professional development program, viz, Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the year:

Title of the professional development program	No. of teacher who attended	Date and Duration (from-to)
Refresher Course in Environmental Education (Economics)	01 Dr Chavan Digambar	9/12/2019 to 22/12/2019
Arpit Online Swayam Refresher Course in Economics	01 Dr Lahanu Retwade	16/2/2020
National Online FDP on ICT Tools for Effective Teaching Learning	01 Dr Vinod Bhoskar	27/04/2020 to 2/05/2020

6.3.4 Faculty and Staff recruitment (no. for permanent/ fulltime recruitment):

	Teaching			Non-teaching	
Permanent	Temporary	CHB	Visiting	Permanent	Temporary
22	55	6	0	23	15

6.3.5 Welfare schemes for:

Teaching	Shri Shivaji Maratha Patpedhi (Credit Society)
Non teaching	Shri Shivaji Maratha Patpedhi (Credit Society)
Students	Health check up

6.4.1 Institution conducts internal and external financial audits regularly

There is no separate mechanism for internal audit but external audit is conducted by an external agency i.e. statutory auditor M/S K.B. Salunkhe and Company, Chartered Accountants, Pune and the statutory audit report is submitted to all the concerned organizations – Savitribai Phule Pune University , Charity Commissioner, Management Members of Shri Shivaji Maratha Society within the stipulated time.

Our institute conducts external audit department-wise. There are grantable and non-grantable departments. Various departments in our College are as follows:

1. Commerce
2. Arts
3. Science (B.Sc. Microbiology)
4. B.B.A.(C.A)
5. B.Sc.(Computer Science)

The institute gets the external financial audit done regularly. In Arts and Commerce, some divisions of Commerce are grantable departments whereas B.B.A. (C.A.), B.Sc. (Microbiology), B.Sc.(Computer Science) are non- grantable units.

The audit report is enclosed separately.

6.4.2 Funds/Grants received from management, non -government bodies, individuals, philanthropies during the year:

Name of non government funding agencies/individuals	Funds/grants received in Rs.	Purpose
Nil	Nil	Nil

6.4.2 Total corpus fund generated

Total corpus fund is nil.

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	No	--	No	--
Administrative	No	--	No	--

6.5.2 Activities and Support from the Parent- Teacher Association

Our college encourages and organizes various programs through PTA which includes-

1. Induction Program :

As per the Savitribai Phule Pune University Curriculum, new courses are introduced or syllabus restructured for the academic year. Science department has played a key role in conducting the PTA meetings and providing the information about new courses to students and parents so as to create awareness about the prospects and scope of the new subjects introduced. The program highlighted the various credits for academic a co—curricular activities. Also includes as continuous (throughout the semester) assessment and attendance of F.Y. students. Extra credit was allotted for activities related to NSS, NCC, Sports, Cultural activities, physical education etc. Thus detailed information of new credit system was given to parents and students on behalf of Science Department. This induction program proved to be of a valuable help to students to get acquainted with their courses and schedule their preparation likewise.

2. Feedback of Students' Performance:

Our college organizes PTA meetings for different courses. Class wise PTA meetings were conducted by the Science Department to discuss the attendance of students in the theory lectures and practical, test records of class tests conducted by the subject teacher and overall performance of the students. The meeting initiated a healthy interaction between parents, teachers and students. This further helped the students to track their progress and take the required efforts and guidance from the respective teachers. Moreover the parents too could monitor and get a feedback about their ward's academic performance.

3. Career Guidance:

Our College provides information about placement cell, various career avenues available. Through PTA meetings we furnish information to the parents about various exams, entrance tests, interviews, exams in various fields. These programs are conducted by Arts and Commerce faculties respectively. Our PG/ UG students are guided for the campus interview

program held by the institute. Science department actively organizes PTA meetings.

6.5.3 Development Program for Support Staff

1. Ashtang Yoga and Meditation -

Significance of the health of Mind and Body was highlighted through his guidance by Prof Shantaram Dhamale, Physical Director of our College. In view of the hectic working hours, health is often compromised. Diet and proper exercise can lead one to a healthy lifestyle and is further reflected in the overall performance of a person. Yoga is one of the most effective ways to enhance one's strength and stamina. This camp was organized on from 8 to 9th January in the College hall. Techniques of Meditation and yoagasanas were taught during the session.

2. Investment Planning: A special training on Investment planning to ensure financial security and good returns was conducted by Dr. D.Y.Ingle in the second week of February. The interactive and participative session provided valuable insights about investment options available in the market. He offered information and analysis about the upcoming market trends and their value in comparison with the conventional investment methods.

3. Software Training: A special training for the use of new software to be used in the office and facilitation for administrative work was provided by Ms Shila Pawar to the office staff. The office staff had a fruitful interaction and were able to share their views and find solutions to difficulties faced in the administrative work. It was further highlighted that the functioning of the office would be enhanced through effective use of software available.

6.5.4 Post Accreditation Initiatives

1 Plastic-free Campus- A Green Initiative

One of the major initiatives taken by the IQAC was to ensure a plastic free campus and develop eco friendly surroundings. The Mentors and Class representatives spread the message across the college campus to ban plastic articles completely. Plastic bottles, carry-bags etc. were not allowed in the campus. One of the major festivals in Pune is the *Ganesha Festival* where students were encouraged to do the decoration in a eco -friendly way by avoiding plastic and thermacol. This special campaign ensured the participation of one and all in making the campus plastic free and to spread the much needed awareness about environmental hazards.

2. Interaction with staff regarding CAS: Placements under the Career Advancement Scheme require lot of documentation and efforts on part of the teachers. With the new guidelines of 7th pay Commission, IQAC felt the need to communicate the eligibility criterion for placements under CAS. Dr. Sanjay Gaikwad, the IQAC Co-coordinator discussed the new guidelines of UGC for placements. Timely interaction and discussions

with the staff members were held to facilitate the process for everyone and also spread awareness amongst the young teachers. Such guidance certainly made the teachers more conscious about academic quality, need for research and encouraged the staff to publish their articles in UGC recognized or Peer-Reviewed journals.

3. Training about Exam Reforms:

In view of the change in the examination pattern of the Savitribai Phule Pune University from June 2019 the Chief Examination Officer of our college, Dr Digambar Chavan conducted a session on 5th August 2019 for all the staff members. He discussed in detail about the new Credit Based Choice System (CBCS) that would be introduced for First Year BA, B.Com, B.Sc respectively and the change in the evaluation procedure. He focused on the change in the internal evaluation pattern and credits for different courses.

6.5.5

- a) Submission of Data for AISHE : Yes
- b) Participant in NIRF : No
- c) ISO Certification : No
- d) NBA or any other quality audit : No

6.5.6 Number of Quality Initiatives undertaken during the year:

Year	Name of the Quality initiative by IQAC	Date of conducting Activity	Duration From..To	Number of Participants
2019-20	Physical Fitness Camp	16-17 December 2019	16-17 December 2019	58
2019-20	Guidance on Stress Management	21 September 2019	One Day	49
2019-20	Life - Skills Development	9 -11 January 2020	9/1/20 to 11/1/20	51
