

Maharashtra Education Society's
Abasaheb Garware College
Karve Road, Pune 411004

Annual Quality Assurance Report (AQAR)

of the
Internal Quality Assurance Cell (IQAC)

for the academic year
2011-12

Submitted online to NAAC on 28 September 2012.

Abasaheb Garware College, Pune 411004.

Annual Quality Assurance Report (AQAR) 2011-12.

1. INSTRUCTIONS

2.

1. Kindly provide the details of the institution

Name of Institution	MES Abasaheb Garware College
Year of Establishment of the Institution	June 1945
Address Line 1	Karve Road
Address Line 2	---
City / Town	Pune
State	Maharashtra
Postal Code	411004
Email Address	agccomp@eth.net & mescollege@eth.net

2. NAAC Accreditation / Reaccreditation Details

Year of Accreditation / Reaccreditation	Reaccreditation: February 2010
Current Grade	'A'
CGPA	3.15

3. Institutional Status

	Affiliated College
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4. Contact Person Details

Name of Head of Institution	Dr. Shrikant G. Gupta
Contact Phone	020-41038201
Email	toshrikantgupta@gmail.com
Website URL	www.mesgarwarecollege.org
Name of IQAC Coordinator	Dr. B. D. Bhole
Email	bdbhole@gmail.com

3.

SECTION I: Institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (B.A./B.Sc./B.Com, etc.)	19
Postgraduate (M.A./M.Sc./M.Com, etc.)	17
Research Programmes (M.Phil./Ph.D.)	7
Certificate Programmes	0
Professional Programmes (B.Tech./M.Tech./B.Ed./Medicine, etc.)	0
Other value added programmes	2 (Certificate)
Any other programme offered (please specify)	1 (PGDFT)

Undergraduate Courses:

Physics
Electronics
Chemistry
Mathematics
Statistics
Botany
Zoology
Microbiology
Computer Science
Biotechnology
History
Economics
Geography
Sociology
Politics
Marathi
Hindi
English
Psychology

Computer Science
MCA
Biotechnology
Biodiversity
History
Economics
Politics
Marathi
Hindi
Psychology
B.Lib.
M.Lib
Mass Com

Ph.D.

Chemistry
Microbiology
Biodiversity
Economics (+ M.Phil.)
Hindi (+ M.Phil.)

Postgraduate Courses:

Physics
Electronics
Chemistry
Microbiology

Certificate:

Counseling
Ornithology

6. Details of Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programmes designed	0
Programs under revision	0
Inter-departmental collaborative programmes	0
Inter-institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	7
Number of NAAC Peer Team recommendations implemented	6
Number of UGC / any other expert committee recommendations implemented	0
Number of review committee recommendations under implementation	0
Number of NAAC Peer Team recommendations under implementation	1 (Master Plan)
Number of UGC / any other expert committee recommendations under implementation	0

NAAC Peer team recommendations implemented:

- I. Ensure implementation of recommendations of the PTR of 1st accreditation.
- II. Monitor student progression, remedial/innovative teaching to improve exam results. Provide language lab and help for self study.
- III. Create culture of research based teaching and outcome based extension and follow up by departments on specified issues in different areas such as group action, research projects.
- IV. Establish special cell for reserve categories as per UGC stipulation. Also for women's safety at work place and prevention of ragging.
- V. Undertake analysis of students feedback, experiences and use the same to reorient teaching learning process.
- VI. Provide seed money for research to faculty. (Ref: LMC resolution No. 4 (c) dated 21/03/2012)

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	170 (108 Grant + 23 NGU on Scale + 26 consolidated)
Total faculty on rolls	251 91 Grant Full Time + 14 Grant CHB + 49 NGU Scale + 97 NGU CHB
Faculty added during the year	167 [(7+97)(CHB NG)+49(NG)+14 CHB Grant]
Faculty positions vacant	10
Faculty left during the year	2 (Dr. Mrs. Varada Deshpande + Mrs. Mandke)
Total number of visiting faculty	4 (MCA, BCS, Ind Micro)
Total number of guest faculty	0

8. Qualifications of Faculty

Ph.D. and above	52 (Grant)
M.Phil.	8 (Grant)
Masters	191 (31+49+CHB)
Any other (please specify)	0

9. Faculty qualification improvement

Ph.D. awarded to existing faculty	2 (Rahul Pungaliya+Niranjan Patil)
M.Phil. awarded to existing faculty	2 (Lata kamble+1(BJB))
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	126 (118+8)
Administrative staff (actual strength)	104 (96+8)
Added during the year of reporting	0
Left during the year	2
Number of posts vacant	24

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	0
Technical Support Staff (actual strength)	0
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	0

4.

SECTION II: Quality sustenance and developmental activities during the year taken up by IQAC

12. Establishment details

DD MM YYYY

Year of establishment of IQAC

01	06	2002
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13. Composition of IQAC (Enter a number;) for nil)

Number of IQAC members	14
Number of Alumni in IQAC	0
Number of Students in IQAC	0
Number of Faculty in IQAC	6
Number of Administrative Staff in IQAC	6
Number of Technical Staff in IQAC	0
Number of Management Representatives in IQAC	1
Number of External experts in IQAC	0
Number of any other stakeholders and community representatives in IQAC	1

- i) Dr. S. G. Gupta (Chairman)
- ii) Dr. Aparna A. Agashe (Coordinator)
- iii) Dr. G. L. Bhong (Vice Principal)
- iv) Dr. B. J. Bhadbhade (Vice Principal)
- v) Dr. P. B. Buchade (Vice Principal)
- vi) Dr. S. N. Suryawanshi
- vii) Dr. P. D. Sonawane
- viii) Dr. Monika Vaidya
- ix) Mrs. Chitra Nagarkar
- x) Mr. R. Y. Wanjarwadkar

14. IQAC Meetings

Number of IQAC meetings held during the year	2
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- 12 August 2011
- 26 March 2012

15. Whether Calendar of activities of IQAC formulated for the academic year

Yes	<input checked="" type="checkbox"/>
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No	<input type="checkbox"/>
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16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	2
Number of value added programmes proposed	1
Number of skill oriented programmes proposed	1
Number of faculty competency and development programmes proposed	1
Number of other staff development programmes proposed	0
Number of student mentoring programmes proposed	0
Number of co-curricular activities proposed	0
Number of inter-departmental cooperative schemes proposed	0
Number of community extension programmes proposed	0
Any other programmes proposed (specify)	0

17. IQAC Plans for development and implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	0
Number of value added programmes implemented	0
Number of skill oriented programmes implemented	0
Number of faculty competency and development programmes implemented	0
Number of other staff development programmes implemented	0
Number of student mentoring programmes implemented	0
Number of co-curricular activities implemented	0
Number of inter-departmental cooperative schemes implemented	0
Number of community extension programmes implemented	0
Any other programmes suggested that are implemented (specify)	0

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of Seminars / Conferences / Workshops organized by IQAC within the institution	11
Number of participants from the institution	0 *
Number of participants from outside	0 *
Number of external experts invited	0 *
Number of external Seminars / Conferences / Workshops on institutional quality attended	2
Number of events conducted with IQACs of other institutions as collaborative programmes	0

. * 0 is not logical; some number which may be consolidated later is applicable.

19. Did IQAC receive any funding from UGC during the year?

Yes	<input type="checkbox"/>
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No	<input checked="" type="checkbox"/>
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20. If the response to Qn. 19 is Yes, please provide the amount received from UGC - (Input 0 – if NA / Nil). Any other source including internal financial support from the management (Specify amount)

Amount received from UGC	0
Amount received from any other source including college management	0

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- | |
|--|
| <ul style="list-style-type: none">• Organizing Seminars and Conferences for different subjects |
|--|

5.

SECTION III: Events, activities and outputs in the field of research and academic areas being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring / revision / syllabus development	0
Number of programmes in which evaluation process reformation taken up and implemented	1
Number of active teaching days during the current academic year	238
Average percentage of attendance of students	73%
Percentage of classes engaged by guest faculty and temporary teachers	Data not available
Number of self-financed programmes offered	25 (21+4) (Ph.D.)
Number of aided programmes offered	22 (18 UG+ 4PG)
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place?

Yes	<input checked="" type="checkbox"/>	
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No	<input type="checkbox"/>	
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24. Feedback Details (If answer to Qn. 23 is Yes)

Percentage of courses where student feedback is taken	34% (16/46)
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25. Is feedback for improvement provided to the faculty?

Yes	<input checked="" type="checkbox"/>	
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No	<input type="checkbox"/>	
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26. Faculty Research, Projects and Publication details for the year.

Number of major research projects undertaken during the year	2
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	2
Number of minor ongoing projects	15
Number of major projects completed	0
Number of minor projects completed	0

Number of major research project proposals submitted for external funding	2 (Dr. Ankur Patwardhan + Dr. Neelima Deshpande)
Number of minor research project proposals submitted to external finding	12 (6 BCUD, UoP + 6 UGC)
Number of research publications in peer reviewed journals	15
Number of research publications in international peer reviewed journals	9
Number of research publications in national peer reviewed journals	4 (National+2 State level)
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	Data not available
Number of books published	8
Number of edited books published	7
Number of books (single authored) published	1
Number of books (single coauthored) published	0
Number of conferences attended by faculty	189
Number of international conferences attended	31
Number of national conferences attended	81
Number of papers presented in conferences	65
Number of papers presented in international conferences	18
Number of papers presented in national conferences	29
Number of conferences organized by the institution	6
Number of faculty acted as experts resource persons	6
Number of faculty acted as experts resource persons – international	0
Number of faculty acted as experts resource persons – national	6
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	4.83 (5.0%)

Amount of external research funding received in the year	1,06,98,730 (BCUD 12,75,000+UGC 22,92,400+NMD37,50,330+Ankur34,31000)
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards / recognitions received by faculty and research fellows of the institute in the year	1 (Prof. Khairnar) Young scientist award
Number of Ph.D.s awarded during the year	2 (Dr. Niranjana Patil + Dr. Rahul Pungaliya)
Percentage of faculty members invited as external experts / resource persons / reviewers / referees or any other significant research activities	$34/154*100=22.07\%$

6.

SECTION IV: Student Mentoring and Support System existing in the institution.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	1843
Actual enrollment during the year	1656
Student dropout percentage during the year	0
Success percentage in the final examinations across the courses	78.42%
Number of academic distinctions in the final examination and percentage	1 (Mr. Kuber)
Number of students who got admitted to institutions of national importance	11
Number of students admitted to institutions abroad	2
Number of students qualified in UGC NET / SET	16
Number of students qualified GATE / CAT / other examination (Specify)	5

28. Does student support mechanism exist for coaching for competitive examinations?

Yes

No

29. Student participation, if response is Yes to Qn. 28.

Number of students participated	117
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30. Does student counseling and guidance service exist?

Yes

No

31. Student participation, if response is Yes to Qn. 30

Number of students participated	15
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32. Career Guidance

Number of career guidance programmes organized	1
Percentage of students participated in career guidance programmes	58.09%

33. Is there provision for campus placement?

Yes	<input checked="" type="checkbox"/>
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No	<input type="checkbox"/>
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34. If Yes to Qn. 33

Number of students participated in campus selection programmes	150
Number of students selected for placement during the year	79

35. Does gender sensitization programme exist?

Yes	<input checked="" type="checkbox"/>
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No	<input type="checkbox"/>
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36. If answer is Yes to Qn. 35

Number of programmes organized	3
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37. Student activities

Number of students participated in external cultural events	53
Number of prizes won by students in external cultural events	100
Number of cultural events conducted by the institute for the students	18
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	2
Number of students participated in State level sports and games events	16
Number of students participated in University level sports and games events	5
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	1
Number of prizes won by students in State level sports and games events	13
Number of prizes won by students in University level sports and games events	2
Number of sports and games events conducted by the institute for the students	9

38. Composition of students

Percentage of Scheduled Caste (SC)	13.85% (14.0%)
Percentage of Scheduled Tribe (ST)	1.7% (2.0%)
Percentage of Other Backward Communities (OBC)	14.17% (15.0%)
Percentage of women students	51.33% (51.0%)
Percentage of physically challenged	0.35%
Percentage of rural students	0
Percentage of urban students	100%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	625
Amount disbursed as financial support from the institution	23,40,352/-
Number of students awarded scholarship from the institution	126
Number of students received notable national / international achievements / recognition	0

40. Student initiatives

Number of community upliftment programmes initiated by students	1
Number of literary programmes initiated by students	2
Number of social action initiatives based on science / environment initiated by students	9
Number of student research initiatives	2

SECTION V: Governance and Innovation at the institution related to quality management.**41. Whether perspective plan for overall development activities is created?**Yes No

- Infrastructure development
- New courses
- Improving facilities for students
- Preparations for e-library
- Intranet facilities
- Competence Development of Teachers
- Smart room facility
- Alumni Association
- Private-Public Partnership
- Centralized facilities for Research
- Development of teaching modules

42. If the answer to Qn. 41 is YES, is the plan implemented and monitored?Yes No

- Infrastructure development
- New courses
- Improving facilities for students
- Preparations for e-library
- Centralized facilities for Research

43. Whether benchmarking is created for institutional quality management efforts?Yes No **44. If the answer to Qn. 43 is Yes, please list the benchmarking in various areas of development in bullet format**

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45. Is the Management Information System (MIS) in place?Yes No

46. If the answer to Qn. 45 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. Research administration
6. *Others*

(Enter the respective details corresponding to the serial numbers)

	<p>Administrative procedures including finance</p>	<p>Technology: <i>Vriddhi</i>; SLIM software People: Administrative hierarchy from College Managing Committee through Local Managing Committee to Principal, Vice Principals, Registrar, Accountant, Heads of Department, Teaching and non-teaching staff. Data / information for decision making: The data is collected at several points in the hierarchy, essentially from HODs to Vice Principals and Principal. Other matters are directly accepted for consideration-discussion- decision making at the LMC and CMC levels. The decisions taken are conveyed down. In specific conditions, such as preparation of preferential and internal quality assessment lists, special committees are constituted to make the decisions.</p>
	<p>Student admission</p>	<p>Technology: <i>Vriddhi</i> Software People: Student admissions are carried out at several entry levels each year (undergraduate and postgraduate classes) simultaneously. For this, the Principal delegates authority to senior teachers to head each of the Admission Committees. These committees first decide on guidelines for admission, which are then posted on the website, notice boards and published in the Prospectus of the College. Admissions are done accordingly. Data / information for decision making: All data of admissions is stored in the College Office (soft and hard copies) along with the on-line forms (showing detailed data inputs) of all students enrolled.</p>
	<p>Student records</p>	<p>Technology: <i>Vriddhi</i> Software People: The College Office personnel (all departments) have access to the software at different administrative levels, and they can access the information accordingly. Data / information for decision making: All data of students is submitted on-line (showing detailed data inputs) and stored as such. These records are available in several output 'forms' very conveniently.</p>

	Evaluation and examination procedures	<p>Technology: Vriddhi Software</p> <p>People: There is a special <i>Examination Committee</i> created in the College to look after all the examination work (from accepting examination applications to preparation of timetables and seating arrangements, besides conducting the college and University examinations). Evaluation programs (assessment of papers and finalizing result sheets) is done for only the First Year undergraduate classes. The examination work of other classes is done at the University level.</p> <p>Data / information for decision making: This is also done by the Examination Committee for the classes concerned.</p>
	Research administration	<p>Technology: Vriddhi Software is used to maintain the account records of all the research projects.</p> <p>People: A <i>Research Committee</i> has been constituted by the college. This committee looks into all research oriented activities in context of planning and execution. The research activities include Major and Minor Research Projects, Seminars / Conferences / Symposia, etc.</p> <p>Data / information for decision making: The data of all such activities is compiled as an in-house publication <i>R'Search@agc</i>, which documents the activities and research presentations of the teachers during the academic year.</p>

47. Existence of learning resource management

e-database in library	Yes	✓	No	
ICT and smartclass room	Yes		No	✓
E-learning resources (e-books, e-journals)	Yes	✓	No	
Production of teaching modules	Yes		No	✓
Interactive learning facilities	Yes		No	✓

48. Internal resource mobilization: Kindly provide the amount contributed

Research	20,000/-
Consultancy and training	17,300/-
Student contribution	0
Alumni contribution	0
Wellwishers	50,000/-

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure	823055
Amount spent for student welfare	35,049 (Poor Boys Fund) 13,750 (Earn & Learn) Total = Rs. 48799.
Amount spent for staff welfare	0

50. Is delegation of authority practiced?

Yes	<input checked="" type="checkbox"/>
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No	<input type="checkbox"/>
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The hierarchal pattern of the college is represented by the diagram (as in RAR 2009). The order of hierarchy is as follows:

- College Managing Committee (CMC)
- Local Managing Committee (LMC)
- Principal
- Vice Principals / Director (Non-Grant Courses)
- IQAC
- Heads of Teaching Departments / Registrar / Director (Physical Education) / Librarian / Accountant
- Associate / Assistant Professors / Head Clerks / Junior Clerks
- Laboratory Assistants
- Laboratory Attendants

The abovementioned constitute the sanctioned authoritative levels. The Principal delegates authority to all the levels below him and timely meetings are held to facilitate functioning. The Principal is usually a member or member-secretary of the CMC and LMC, and therefore plays a major role in their functions.

Instructions / delegated work (academic) is conveyed to the Heads of Departments who are expected to facilitate the work through their teachers and departmental non-teaching staff. The work and reporting is from bottom to top, from the employee through the Head of Department to the Principal, with the Vice Principals of the Faculties being responsible for the collection and disbursement of information.

Similarly, for College Office administrative work, the Registrar is responsible (through different Sections – Personnel, Admissions and Eligibility, Scholarships, Accounts, Purchase, etc.) to intervene and make decisions on norms of appointment, etc.

The Principal and the Registrar work together to address all the issues of overall functioning of the College.

Other delegated / non-statutory authority includes:

- Heads / In-Charge of Committees for Co-curricular activities of the College
- Heads / In-Charge of Committees for specific functions (Admissions, Examinations, etc.)
- Heads / In-Charge of Committees of UGC / University statutory committees in college (Grievance Cell, Anti-Ragging Committee, Reservation Cell, Anti-Sexual Harassment, etc.)

These committees function for the specified time period and report directly to the Principal. Usually, such functions are once annually or at stipulated intervals of time.

All decisions are finally taken by the Principal.

If there are any important policy decisions with respect to college day-to-day functioning, the LMC may be involved.

If there are any major policy decisions to be approved / taken at the top management level, the CMC intervenes and makes such decisions, to be executed by the Principal, with information to the LMC.

All these features essentially aim to divide the work through responsible persons / committees who directly report to the Principal, for him to take proper decisions.

51. Does grievance redressal cell exist?

Faculty	Yes	✓	No	
Students	Yes	✓	No	
Staff	Yes	✓	No	

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	1
Number of grievances resolved	1

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	5
Number of grievances resolved	5

54. Number of grievances received from other staff and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

55. Has the institution conducted ant SWOT (SWOC) analysis during the year?

Yes

No

56. The SWOT (SWOC) analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strengths from the SWOT (SWOC) analysis (in bullet format)

- High student demand
- Research output
- Sharing of infrastructure and equipment (research & training)

58. Kindly provide three identified weaknesses from the SWOT (SWOC) analysis (in bullet format)

- No land space, hence cannot expand academic or research programs

59. Kindly provide two opportunities identified from the SWOT (SWOC) analysis (in bullet format)

- Inter-departmental interactions
- Industry-academia interactions (Private-Public Partnership)

60. Kindly provide two identified challenges / threats from the SWOT (SWOC) analysis (in bullet format)

- To increase academic programs within the same infrastructure and time frame,
- To involve students in Internal Quality Assurance / Control.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Encourage internal resource generation
- Start new academic programs
- Planned activities for the year\
- Obtain 'Quality' Awards at University level

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- Establishing a permanent Alumni Association
- Establishing quality benchmarks and parameters for core values
- Establishing innovative practices (at least one per year)
- Conducting NAAC sponsored workshops to establish student satisfaction indices / benchmarks and using the information obtained to develop student oriented activities.

Dr. B. D. Bhole
Co-ordinator, IQAC

Dr. S. G. Gupta
PRINCIPAL