

Annual Quality Assurance Report
(2016-2017)

Submitted by
Internal Quality Assurance Cell
STES's Sinhgad College of Commerce,
Kondhwa (Bk.), Pune (M.S.)

Submitted to
National Assessment and
Accreditation Council (NAAC)
Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2016-17

1. Details of the Institution

1.1 Name of the Institution

Sinhgad College of Commerce, Kondhwa

1.2 Address Line 1

Sr.No.40/4A+4B/1,Near PMC Octroi

Address Line 2

Kondwa-Saswad Road, Kondhwa, Pune

City/Town

Pune

State

Maharashtra

Pin Code

411048

Institution e-mail address

principal.scoc@sinhgad.edu

Contact Nos.

020-26933634

Name of the Head of the Institution:

Dr. Makarand S. Wazal

Tel. No. with STD Code:

020-26933634

Mobile:

08411887372

Name of the IQAC Co-ordinator:

Mrs. Jayashree V. Patole

Mobile:

09637414682

IQAC e-mail address:

aqar_scoc@sinhgad.edu

1.3 NAAC Track ID (For ex. MHC0GN 18879)

Yet to be allotted

OR

1.4 NAAC Executive Committee No. & Date:

EC/PCA/56/ 132, Dated 16 Sept. 2011

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/Principals_Desk.html

Web-link of the AQAR:

http://www.sinhgad.edu/sinhgad-institutes-ACS/college-pages/SCOC_Sr/pdfs/SCOC_Sr_AQAR_11_12.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.36	2011	15 th Sep. 2016
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

09/01/2012

- 1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))
- i. AQAR (2011-12) Submitted to NAAC on 27/09/2012
 - ii. AQAR (2012-13) Submitted to NAAC on 24/12/2013
 - iii. AQAR (2013-14) Submitted to NAAC on 30/12/2014
 - iv. AQAR (2014-15) Submitted to NAAC on 23/12/2015
 - v. AQAR (2015-16) Submitted to NAAC on 27/12/2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI, UGC)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- More focus on ‘Student Centric’ activities to enhance their skills.
- Identifying more “Best Practices” and institutionalizing them.
- Strengthening and Monitoring Quality of Academics.
- Enhancing usage of ICT
- Strengthening Institutional Social Responsibility activities

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcomes achieved by the end of the year are as follows:

Plan of Action	Achievements
More focus on ‘Student Centric’ activities to enhance their skills.	<ul style="list-style-type: none"> ➤ Student Training Programme for all students ➤ Cultural activities conducted under Sinhgad Karandak ‘NEON’ Jan 2016. ➤ Sports activities conducted ➤ Organised Guest Lectures for students ➤ Conducted Harvard/IIM Case Studies for FY/SY and TY BBA Students. ➤ HBR Article based Quiz was conducted ➤ Conducted Intercollegiate Competitions ➤ Organised NSS camp. ➤ Organised Industrial Visit as a part of the academic curriculum
Strengthening and Monitoring the Quality of Academics.	<ul style="list-style-type: none"> ➤ All the programmes were regularly monitored with regard to teaching. The Feedback on Teaching was communicated to teachers, shared with faculty members and suggestions/ recommendations were given by the Principal. ➤ Academic Audit for all programmes conducted in the College. ➤ Use of advanced teaching methodologies such as Case Study method. ➤ Conducted GK&CA Quiz, Aptitude Tests, Group Discussions, Harvard Business Review (Article based) Quiz, Personal Interviews for all students. ➤ Business Communication Module was conducted to enhance Communication skills of the students. ➤ Excel Module was conducted to enhance computer proficiency of the students. ➤ Guest Lectures by Industry persons and academicians were held for students. ➤ Inter campus & Inter collegiate competitions were held in college.
Identifying more “Best Practices” and institutionalizing them.	<ul style="list-style-type: none"> ➤ Efforts were taken for overall development of the students by conducting various activities under Student Training Programme throughout the year for all students. ➤ Skill Development Programme was

	<p>conducted for M.Com students.</p> <p>➤ Inter campus & Inter collegiate competitions were held in college.</p>
Strengthening Institutional Social Responsibility activities	<p>➤ NSS Winter Camp</p> <p>➤ Makar Sankranti Celebration</p> <p>➤ National Youth Week celebration</p>
Enhancing usage of ICT	<p>➤ Purchased One LCD Projector , three Video Cameras & one web Camera</p>

(Note: Academic Calendar for the Academic Year 2016-2017 is attached- Annexure: I)

2.15 Whether the AQAR was placed in statutory body: Yes

Management Syndicate Any other body

Provide the details of the action taken

The actions to be taken for Quality enhancement are decided in the LMC meetings held in the college and the action taken reports are submitted to the committee in subsequent meeting.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	----	----	----	----
PG	01	----	01	----
UG	03	----	03	----
PG Diploma	----	----	----	----
Advanced Diploma	----	----	----	----
Diploma	----	----	----	----
Certificate	----	----	----	----
Others	----	----	----	----
Total	04	----	04	00
Interdisciplinary	----	----	----	----
Innovative	----	----	----	----

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2+1(CBCS)
Trimester	0
Annual	01

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

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

* (Note: Feedback Analysis Report for the Academic Year 2016-2017 attached as Annexure-I)

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

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	13	10	--	--	3

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	03	1.29	---	----	----	---	---	----	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	14	4
Presented papers	4	14	4
Resource Persons	01	01	2

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

- | |
|--|
| <ul style="list-style-type: none"> (a) Using conventional and ICT methods for teaching-learning. (b) Use of Case study (C) Student Training Programme |
|--|

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

166 days

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

<p>For PG Programme: Seminars, Class Assignments, Presentations, Projects, and Internship</p> <p>For UG Programmes: Photocopy & revaluation</p>

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

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2.10 Average percentage of attendance of students

66%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBA	109	3	22	49	6	79
BBA(CA)	65	12	14	33	3	60
B.Com	153	4	24	24	1	54.00
M.Com	19	57	11	31	0	100

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

- (a) Academic Audit for all programmes conducted in the College.
- (b) Feedback on Teaching for all programmes- Analysis of each and communicating it to the respective teacher for improvement.
- (c) Support in initializing/ establishing quality initiatives (Guest lecturers/ Conferences/Case Study) for Students in the College.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	---
Others	05(National Teachers Congress)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	01	NIL	NIL
Technical Staff	01	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

Initiatives undertaken to promote research and enrolment for Ph.D. programme among the faculty members by the college under “Research Cell”.
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	01	-
Outlay in Rs. Lakhs	-	-	0.63Lakhs	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	--	--
Non-Peer Review Journals	---	1	--
e-Journals	3	--	--
Conference proceedings	4	14	4

3.5 Details on Impact factor of publications:

Range Average hi-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2016-2017	SPPU	0.63lakhs	0.63lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	SPPU	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: University level State level
 National level International level

3.22 No. of students participated in NCC events: University level State level
 National level International level

3.23 No. of Awards won in NSS: University level State level
National level International level

3.24 No. of Awards won in NCC: University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- NSS Winter Camp
- Human Chain for Traffic Awareness
- Makar Sankranti Celebration National Youth Week Celebration

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.6 acres	-	-	5.6 acres
Class rooms	12	-	STES	17
Laboratories	4	-	STES	5
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	36	11	STES & SPPU	47
Value of the equipment purchased during the year (Rs. in Lakhs)	15,94,728	2,20,928	STES & Savitribai Phule Pune University	18,15,656
Others	15,766	-	STES	-

4.2 Computerization of administration and library

- GEMS for overall Office Administration
- Library Automation Software- AutoLib Tally ERP9 for daily accounting entries
- Pay whiz professional software for salary preparation e-
Library is equipped with e-database, viz., N List
- Zoom for issuing Leaving , Bonafide and other certificates

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5079	715933	-	-	5079	7,15,933
Reference Books	2897	834172	-	-	2897	8,34,172
e-Books	-	-	-	-	-	-
Journals	14	20,022.50	14	20,022.50	28	40,045
e-Journals	-	-	-	-	-	-
Digital Database	N-List	34,350	-	-	-	-
CD & Video	420	500	-	-	420	500
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computer	Computer Labs	Internet	Browsing centres	Computer Centres	Office	Departments	Others
Exist ing	160	4	2	1	-	5	5	150
Add ed	NIL	-	-	-	-	1	-	-
Total	151	5	1	1	-	6	5	140

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

<p>Training workshops for teachers and students for technology up gradation like use of Library Software, use of applications like ERP.(GEMS software)</p>
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4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	6,91,583
iii) Equipments	40,590
iv) Others	10,853
v) Total	7,43,026

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- (a) Brief mention in the college prospectus and Handbook.
- (b) College website.
- (c) First Year Student Orientation Programme.
- (d) Informal Interactions in the Classroom and Laboratories.

5.2 Efforts made by the institution for tracking the progression

- (a) Student Interaction involving communication after the final year examination and
- (b) Database in department(s).

5.3 (a) Total Number of students

(b) No. of students outside the state 235

(c) No. of international students 51

Men	No	%	Women	No	%
	981	72.77		367	27.23

Last Year (2015-2016)								This Year(2016-2017)							
General	SC	ST	OBC	Physically Challenged	NT/VJ	SBC	Total	General	SC	ST	OBC	Physically Challenged	NT/V J	SBC	Total
1041	74	03	108	0	31	7	1263	1118	71	4	121	0	25	9	1348

Demand Ratio

B. Com	1.49 : 1.00
BBA	1.32 : 1.00
BBA(CA)	1.23 : 1.00
M.Com	1.83 : 1:00

Dropout: 3.0%

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

Nil

No. of students beneficiaries Nil

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	01

5.6 Details of student counselling and career guidance

Guest Lectures and Seminars for career counselling.

No. of students benefitted

200

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
03	30	02	--	

5.8 Details of gender sensitization programmes

A Gender Sensitization Programme was conducted on 05/01/2017 for BBA,BBA(CA) and B.Com students.

Speakers:

- 1) Swapnali Korhale (Research Associate at Women Study Center, SPPU) & Kanchan Jadhav (Research Assistant at Women Study Center, Savitribai Phule Pune University) : Understanding gender and gender related issues
- 2) Sandhya Gawali (Research Assistant at Women Study Center,Savitribai Phule Pune University,) : Sexual Harassment of Women at Workplace Act.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NA	NA
Financial support from government	14	1,96,560
Financial support from other sources	NA	NA
Number of students who received International/ National recognitions	10	3,98,970

5.11 Student organised / initiatives

Fairs: State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition: State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students:

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To explore, establish and improvise continually in order to develop a complete learning experience along with providing infinite opportunities for development of the students and at the same time providing quality education to one and all.

Mission: At Sinhgad College of Commerce, it is firmly believed that it is not merely an educational institution but a multi-purpose learning center running a wide variety of programs. SCOC aims to become one of the vital resource centers bringing together all groups including groups from marginalized communities for programs that will provide them with basic literacy, curriculum enrichment, skill development and training.

At Sinhgad College of Commerce, it is ensured that the institution is an anchor to provide resources in terms of content renewal for the setting up of the learning centers for all types of communities. Sinhgad College of Commerce is also confident that mushrooming of such learning centers will work as a multiplier effect in spreading literacy and computer literacy and hence work towards closing the digital divide.

6.2 Does the Institution has a management Information System

Yes, the Institute has MIS and it is presently used for Fee receipt preparation and leaving certificate preparation of Students.

“Tally Apex” is used for generating Fee Receipts.

“Paywhiz” software is used by the Accounts Department to prepare Salary Sheet of the employees.

“Tally ERP 9” is used for Accounting.

AutoLib software is also used by the Library to maintain online records of students, staff members and the books issued.

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

6.3.1 Curriculum Development

Faculty members of our college contribute in the Workshops held by the University for Restructuring of Syllabus.

6.3.2 Teaching and Learning

- (a) Both Conventional and ICT methods were adopted for teaching- learning purpose.
- (b) The concepts were taught with the help of Harvard/IIM Case studies for few subjects.

6.3.3 Examination and Evaluation

- (a) Internal Examinations were conducted at the end of every Semester.
- (b) Preliminary examination was conducted for B.Com Students.
- (c) Student presentations were organized for M.Com students as part of their examinations.
- (d) The students answer sheets for Internal & Preliminary examination were evaluated by subject teachers respectively.
- (e) The student’s answer Sheets for External examination (First Year) were also assessed by the respective subject teachers.
- (f) The students were evaluated on the basis of their performance in different components of Student Training Programme such as Cases, Aptitude & GKCA Test, Group discussions, Personal Interviews etc.

6.3.4 Research and Development

- (a) Research Cell motivates and encourages the Faculty members to write research papers and present the same in the National and International Conferences.
- (b) The college conducted a National-Level Conference on “Technological Revolution and its Impact- A Global Perspective” wherein research scholars, faculty members and students from esteemed institutions participated and presented their research papers.
- (c) The research papers of the Faculty Members were also published in the reputed Journals and Conference Proceedings.
- (d) One minor research project is under process.
- (e) The faculties are also encouraged to attend various seminars and workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- (a) The college library is well-equipped. In the library, there are 5079 text-books, 2897 Reference books and we also have the 420 CD's.
- (b) Along with the existing sports equipments, the college has purchased 1 Treadmill and 1 Stabilizer in the Gym.
- (c) For the successful conduction of teaching-learning process, the college has been sanctioned with 1 LCD Projector, 2 Printers and 5 CCTV cameras by Savitribai Phule Pune University under Quality Improvement Programme. The CCTV Cameras were also installed in the college premises.
- (d) 1 Web-Camera has been purchased by the college.

6.3.6 Human Resource Management

- (a) The skills of the staff members are utilized for academic and administrative purpose.
- (b) The Common Faculty Development Programme was conducted for all the Commerce colleges of the Sinhgad Society.
- (c) Also, a separate FDP was conducted wherein senior faculty members from MBA College (SIBAR) emphasized on How to Solve Cases and use different Teaching Methods in Teaching Learning process.
- (d) The Performance Appraisal of the faculty members is carried out on annually. The students are asked to submit the online feedback of the faculty members. The feedback of the same is also communicated to the faculty members for improvement.
- (e) The college encourages the faculty members to attend various Seminars and Workshops.

6.3.7 Faculty and Staff recruitment

- (a) Well qualified Faculties were recruited for B.Com Department through Local Management Committee.
- (b) Roaster System was followed for Staff recruitment.
- (c) Two faculty members from B.Com. Department who were earlier recruited by the Local Management Committee faced the University Interview Panel and received the approval from Savitribai Phule Pune University.

6.3.8 Industry Interaction / Collaboration

- (a) College had organized an Industrial visit to Ahmedabad for the SY BBA students to acquaint them with the working and functioning of the different industries which gave them a better exposure to understand the processes much better.
- (b) Guest Lectures were organized and Eminent Personalities from organizations were invited for the same.

6.3.9 Admission of Students

- (a) Admissions of students were made as per the norms of Savitribai Phule Pune University.
- (b) The details of the Admission Process were also made available on the College Website.
- (c) Counseling to students to choose appropriate course /combination of subjects was done by the Admission Committee and also by the Faculty Mmembers.

6.4 Welfare schemes for

Teaching	Gratuity, Medical Insurance, Group Insurance Scheme and EMBF are applicable to the Teaching Staff.
Non teaching	Non-Teaching Staff is entitled to Provident Fund, Medical Insurance, Group Insurance Scheme
Students	Medical Insurance ,Under the Earn and Learn Scheme, 5 students availed the benefit and carried out office work, technical work and other field work.

6.5 Total corpus fund generated

Rs. 3, 25000

6.6 Whether annual financial audit has been done: Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Head of the Institution
Administrative	No	No	Yes	Head of the Institution

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

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

The University has given the responsibility to the colleges for conducting first year examinations and declaration of the results.

6.11 Activities and support from the Alumni Association

- a) A meeting of Alumni Association was held.
- b) Alumni were invited for the Induction Program to share their opinions, views, experience and guide the fresher's for their careers.
- c) One of the Alumni was also invited as a Judge for Cultural Program.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Meet was conducted in each Semester.

6.13 Development programmes for support staff

The Non-teaching staff of Accounts section attended the Training for "Apex" software.

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

Tree Plantation activity was done under Student Welfare Scheme called (Hareet Maharashtra).

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Organised Inter campus competitions for students of all streams.
- Organised Inter Collegiate management games under Sinhgad SPECTRUM 2017.

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

Plan of Action	Achievements
More focus on ‘Student Centric’ activities to enhance their skills.	<ul style="list-style-type: none">➤ Student Training Programme for all students➤ Cultural activities conducted under Sinhgad Karandak ‘NEON’ Jan 2016.➤ Sports activities conducted➤ Organised Guest Lectures for students➤ Conducted Harvard/IIM Case Studies for FY/SY and TY BBA Students.➤ HBR Article based Quiz was conducted➤ Conducted Intercollegiate Competitions➤ Organised NSS camp.➤ Organised Industrial Visit as a part of the academic curriculum
Strengthening and Monitoring the Quality of Academics.	<ul style="list-style-type: none">➤ All the programmes were regularly monitored with regard to teaching. The Feedback on Teaching was communicated to teachers, shared with faculty members and suggestions/recommendations were given by the Principal.➤ Academic Audit for all programmes conducted in the College.➤ Use of advanced teaching methodologies such as Case Study method.➤ Conducted GK&CA Quiz, Aptitude Tests, Group Discussions, Harvard Business Review (Article based) Quiz, Personal Interviews for all students.➤ Business Communication Module was conducted to enhance Communication skills of the students.➤ Excel Module was conducted to enhance computer proficiency of the students.➤ Guest Lectures by Industry persons and

	<p>academicians were held for students.</p> <ul style="list-style-type: none"> ➤ Inter campus & Inter collegiate competitions were held in college.
Identifying more “Best Practices” and institutionalizing them.	<ul style="list-style-type: none"> ➤ Efforts were taken for overall development of the students by conducting various activities under Student Training Programme throughout the year for all students. ➤ Skill Development Programme was conducted for M.Com students. ➤ Inter campus & Inter collegiate competitions were held in college.
Strengthening Institutional Social Responsibility activities	<ul style="list-style-type: none"> ➤ NSS Winter Camp ➤ Makar Sankranti Celebration ➤ National Youth Week celebration
Enhancing usage of ICT	<ul style="list-style-type: none"> ➤ Purchased One LCD Projector , three Video Cameras & one web Camera

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

- | |
|---|
| <ul style="list-style-type: none"> • Student Training Programme • Skill Development Programme |
|---|

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- | |
|--|
| <ul style="list-style-type: none"> • Environmental awareness rally was organised under NSS • Tree Plantation activity was done under Student Welfare Scheme called (Hareet Maharashtra). |
|--|

7.5 Whether environmental audit was conducted? Yes No

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

- | |
|---|
| <p>STRENGTHS:</p> <ul style="list-style-type: none"> ➤ Qualified staff ➤ Student Training Programme <p>WEAKNESS:</p> <ul style="list-style-type: none"> ➤ Insufficient land for future expansion of the campus ➤ Inadequate transport facility <p>OPPORTUNITIES:</p> <ul style="list-style-type: none"> ➤ More optional subjects as well as specializations can be provided to students. ➤ To provide skill based Training programs at UG Level to generate employability. <p>THREATS:</p> <ul style="list-style-type: none"> ➤ Competition from Autonomous, Private & International Educational Institutes. |
|---|

8. Plans of institution for next year

- (a) Preparation for NAAC reaccreditation.
- (b) To introduce new courses, specializations to the students
- (c) To provide more benefits to the students by availing various University schemes.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

Annexure I

June 2016	
Week & Date	Proposed Activity/ies
2 nd Week 6.6.16 to 11.6.16	✓ Admission Counseling
3 rd week 13.6.16 to 18.6.16	<ul style="list-style-type: none"> • Commencement of First Term for SY and TY BBA, BBA (CA) & B.Com. (15th June 2016) ✓ Result Analysis meeting
4 th week 20.6.16 to 25.6.16	<ul style="list-style-type: none"> ✓ IQAC Meeting ✓ NAAC Meeting
5 th week 27.6.16 to 30.6.16	<ul style="list-style-type: none"> ✓ Faculty Development Programme ✓ Guest Lecture (BCA/BBA(CA))
July 2016	
Week & Date	Proposed Activity/ies
1 st week 1.7.16 to 2.7.16	<ul style="list-style-type: none"> • Induction Programme for First Year students of BBA, BBA (CA) & B.Com. ✓ STP ✓ Guest Lecture on Accounts for TY B.Com students ✓ Guest Lecture (Speaker from sister concern) for TY BBA(CA)/BCA
2 nd week 4.7.16 to 9.7.16	<ul style="list-style-type: none"> ✓ IQAC Meeting ✓ NAAC Meeting ✓ STP ✓ Guest Lecture for SYBBA students (Speaker from Sister Concern Institutes) ✓ Guest Lecture (Speaker from sister concern) for SY B.Com Students ✓ Guest Lecture (Speaker from sister concern) for SY BBA(CA) Students
3 rd week 11.7.16 to 16.7.16	<ul style="list-style-type: none"> ✓ STP ✓ Students Presentation/ Group Discussion (TYBBA) ✓ Guest Lecture (Speaker from sister concern) for FY B.Com Students ✓ Guest Lecture (Speaker from sister concern) for FY BBA(CA) Students
4 th week 18.7.16 to 23.7.16	<ul style="list-style-type: none"> ✓ STP ✓ Guest Lecture for TYBBA students (Speaker from Sister Concern Institutes) ✓ Students Presentation/ Group Discussion (TY B.Com) ✓ Students Presentation/ Group Discussion (TYBCA)
5 th week 25.7.16 to 31.7.16	<ul style="list-style-type: none"> ✓ STP ✓ Guest Lecture (Speaker from Industry person) ✓ Students Presentation (SY B.Com) ✓ Students Presentation (SYBBA(CA))
August 2016	
Week & Date	Proposed Activity/ies
1 st week 1.8.16 to 6.8.16	<ul style="list-style-type: none"> ✓ Guest Lecture Series (For all Classes) ✓ STP ✓ Guest Lecture for FYBBA students (Speaker from Sister Concern Institutes) ✓ Guest Lecture for FY B.Com students (Speaker from Sister Concern Institutes) ✓ Guest Lecture for FYBBA (CA)students (Speaker from Sister Concern Institutes)
2 nd week 8.8.16 to 13.8.16	<ul style="list-style-type: none"> ✓ Guest Lecture Series ✓ STP ✓ Guest Lecture for SYBBA students (Speaker from Sister Concern Institutes) ✓ Guest Lecture for SY B.Com students (Speaker from Sister Concern Institutes) ✓ Guest Lecture for SYBBA (CA)students (Speaker from Sister Concern Institutes)

3 rd week 15.8.16 to 20.8.16	<ul style="list-style-type: none"> ✓ Guest Lecture Series (All Courses) ✓ Students Presentation/ Group Discussion (SYBBA) ✓ STP
4 th week 22.8.16 to 27.8.16	<ul style="list-style-type: none"> ✓ IQAC Meeting ✓ NAAC Meeting ✓ STP ✓ Guest Lecture for TYBBA students (Speaker from Sister Concern Institutes) ✓ Guest Lecture for TY B.Com students (Speaker from Sister Concern Institutes) ✓ Guest Lecture for TYBCA students (Speaker from Sister Concern Institutes)
5 th week 29.8.16 to 31.7.16	<ul style="list-style-type: none"> ✓ PTA Interaction / Alumni Interaction ✓ STP ✓ Guest Lecture (Speaker from Industry person)

September 2016

Week & Date	Proposed Activity/ies
1 st week 1.9.16 to 3.9.16	<ul style="list-style-type: none"> ✓ STP ✓ Guest Lecture for FYBBA and FYBBA(CA) students (Speaker from Sister concern Institutes)
2 nd week 5.9.16 to 10.9.16	<ul style="list-style-type: none"> ✓ Research Paper Competition for TYBBA students (Inter Collegiate [University Level]) ✓ Guest Lecture for SYBBA students (Speaker from Sister Concern Institutes)
3 rd week 12.9.16 to 17.9.16	<ul style="list-style-type: none"> ✓ Students Presentation/ Group Discussion (FYBBA)
4 th week 19.8.16 to 24.8.16	<ul style="list-style-type: none"> ✓ BBA Internal Examination ✓ Online Feedback of Students
5 th week 26.8.16 to 30.7.16	<ul style="list-style-type: none"> ✓ Internal Paper Assessment ✓ Guest Lecture (Speaker from Industry person)

October 2016

Week & Date	Proposed Activity/ies
1 st week 1.10.16 to 1.10.16	<ul style="list-style-type: none"> ✓ IQAC Meeting ✓ NAAC Meeting ✓ Result declaration of Internal Examination
2 nd week 3.10.16 to 8.10.16	<ul style="list-style-type: none"> ✓ B.Com University Examination ✓ Road safety awareness campaign (Human chain on Road)
3 rd week 10.10.16 to 15.10.16	<ul style="list-style-type: none"> ✓ University Examination
4 th week 17.10.16 to 22.10.16	<ul style="list-style-type: none"> ✓ University Examination
5 th week 24.10.16 to 28.10.16	<ul style="list-style-type: none"> ✓ Celebration of “Rashtriya Ekata Diwas” (Pledge) ✓ University Examination ✓ Time Table Committee meeting ✓ Conclusion of First Term

November 2016

Week & Date	Proposed Activity/ies
1 st week 1.11.16 to 05.11.16	<ul style="list-style-type: none"> ✓ Declaration and distribution of FYBBA results ✓ “Swachhata- Pandharwada” ✓ “Swach Bharat Abhiyan” (Gram Swachhata)
3 rd week 15.11.16 to 19.11.16	<ul style="list-style-type: none"> ✓ “Swachhata- Pandharwada” ✓ Commencement of Second Term for BBA ✓ Industrial Visit for SYBBA ✓ Students Presentation/ Group Discussion (TYBBA)
4 th week 21.11.16 to 26.11.16	<ul style="list-style-type: none"> ✓ Guest Lecture for TYBBA students (Speaker from Sister Concern Institutes) ✓ Result Analysis Meeting
5 th week 28.11.16 to 30.11.16	<ul style="list-style-type: none"> ✓ IQAC Meeting ✓ NAAC Meeting

	<ul style="list-style-type: none"> ✓ Sinhgad Sports Karandak ✓ STP
December 2016	
Week & Date	Proposed Activity/ies
1 st week 01.12.16 to 03.12.16	<ul style="list-style-type: none"> ✓ World AIDS Day (1st December) ✓ IQAC Meeting ✓ NAAC Meeting ✓ Sinhgad Sports Karandak ✓ Guest Lecture for FYBBA students (Speaker from Sister Concern Institutes) ✓ STP
2 nd week 5.12.16 to 10.12.16	<ul style="list-style-type: none"> ✓ Career Counseling Seminar for Second year & Third year Students ✓ Guest Lecture for SYBBA students (Speaker from Sister Concern Institutes) ✓ Guest lecture on Cashless Transaction: Methods, Awareness and Demonetisation ✓ STP
3 rd week 13.11.16 to 17.12.16	<ul style="list-style-type: none"> ✓ Students Presentation/ Group Discussion (SYBBA) ✓ STP
4 th week 19.12.16 to 24.12.16	<ul style="list-style-type: none"> ✓ Seminar/Presentations of students ✓ NSS Camp ✓ Guest Lecture for TYBBA students (Speaker from Sister Concern Institutes) ✓ Guest lecture on “Banning on Junk Food” ✓ STP
5 th week 26.12.16 to 31.12.16	<ul style="list-style-type: none"> ✓ Guest Lecture Series ✓ Submission Letter of Intent (LOI) for NAAC reaccreditation ✓ STP

January 2017	
Week & Date	Proposed Activity/ies
2 nd week 02.01.17 to 07.01.17	<ul style="list-style-type: none"> ✓ Guest Lecture for SYBBA students (Speaker from Sister Concern Institutes) ✓ Guest lecture on “Cost Accounting” ✓ STP
3 rd week 09.01.17 to 14.01.17	<ul style="list-style-type: none"> ✓ Students Presentation/ Group Discussion (FYBBA) ✓ STP
4 th week 16.01.17 to 21.01.17	<ul style="list-style-type: none"> ✓ Guest Lecture for TYBBA students (Speaker from Sister Concern Institutes) ✓ STP
5 th week 23.01.17 to 28.01.17	<ul style="list-style-type: none"> ✓ STP
6 th week 30.01.17 & 31.01.17	<ul style="list-style-type: none"> ✓ STP ✓ Workshop on “Personality Development”

February 2017	
Week & Date	Proposed Activity/ies
1 st week 02.02.17 to 04.02.17	<ul style="list-style-type: none"> ✓ Guest Lecture Series (For all the classes) ✓ STP
2 nd week 06.02.17 to 11.02.17	<ul style="list-style-type: none"> ✓ SYBBA Business Exposure VIVA ✓ STP ✓ Alumni Interaction/ Meet
3 rd week 13.02.17 to 18.02.17	<ul style="list-style-type: none"> ✓ STP ✓ Guest Lecture on carrier guidance
4 th week 20.02.17 to 25.02.17	<ul style="list-style-type: none"> ✓ Guest Lecture for TYBBA students (Speaker from Sister concern Institutes)
5 th week 27.02.17 & 28.02.17	<ul style="list-style-type: none"> ✓ Guest Lecture (Speaker from Industry person)

March 2017	
Week & Date	Proposed Activity/ies
1 st week	<ul style="list-style-type: none"> ✓ Career Counseling Seminar for Second & Third year Students

01.03.17 to 04.03.17	<ul style="list-style-type: none"> ✓ Guest Lecture for FYBBA students (Speaker from Sister Concern Institutes) ✓ One Day Student's Seminar and Paper Presentation on Product Launch for BBA students (For Sister Concern undergraduate colleges)
2 nd week 06.03.17 to 11.03.17	<ul style="list-style-type: none"> ✓ Internal Examination
3 rd week 13.03.17 to 18.03.17	<ul style="list-style-type: none"> ✓ TY BBA Practical Exam ✓ Internal Examination assessment
4 th week 20.03.17 to 25.03.17	<ul style="list-style-type: none"> ✓ Guest lecture on "Nirbhay Kanya Abhiyan" and work shop on "Self defense" for Girl students ✓ Guest lecture and workshop on "Fire Safety and Fire Disaster Management" ✓ Result declaration of Internal Examination ✓ Guest lecture for TYBBA students (Speaker from Sister Concern Institutes)
5 th week 27.03.17 to 31.03.17	
April 2017	
Week & Date	Proposed Activity/ies
1 st week 01.04.17 to 01.04.17	<ul style="list-style-type: none"> ✓ Guest Lecture for FYBBA students (Speaker from Sister Concern Institutes)
2 nd week 03.04.17 to 08.04.17	<ul style="list-style-type: none"> ✓ University Examination
3 rd week 10.04.17 to 15.04.17	<ul style="list-style-type: none"> ✓ University Examination
4 th week 17.04.17 to 22.04.17	<ul style="list-style-type: none"> ✓ University Examination
5 th week 24.04.17 to 29.04.17	<ul style="list-style-type: none"> ✓ Paper assessment ✓ Conclusion of Second Term
May 2017	
4 th week 22.5.17 to 27.5.17	<ul style="list-style-type: none"> ✓ Declaration and distribution of FYBBA/FYBBA(CA) and FY B. Com results

Annexure- II: Brief Report on Feedback Analysis on Teaching

Feedback on Teaching has been a routine practice of IQAC. The feedback is taken for all undergraduate and Post Graduate Programmes conducted in the College. The feedback is taken once a semester for all programmes.

- The various parameters on which teaching is assessed are: Voice clarity, Board Writing, Presentation skills, teaching speed, Command on English, Preparation done before delivering lecture, Syllabus coverage, Interaction with students during lecture, Pronunciation, Punctuality, Explanation of topic taught.
- The students are asked to grade teacher(s) .
- A detailed time table for execution of this programme is prepared by the IQAC. A circular is issued by IQAC detailing out the procedure on ‘How and When to Conduct the Feedback’.
- The Feedback received by the IQAC is then assessed and analyzed.
- The results are discussed with the Principal. Wherever improvement is needed, an Interaction meeting is organized along with the Teacher(s) and Head of the Department to discuss the feedback to seek improvement in teaching. Efforts taken by teachers(s) to enhance the quality of their teaching are also appreciated.
- The analysis of feedback for the year 2016-2017, revealed that some teacher(s) have poor interaction with the student(s), incorrect pronunciation and poor preparation so unable to deliver systematically in class. Suggestions and recommendations were given to the teacher(s) in the Interaction meeting.
- However, overall efforts made on teaching in classroom and method and content of deliverables have been appreciated by the students.

Annexure- III

Best Practice I: Student Training Programme (STP)

- 1) Title of the Practice:** Student Training Programme (STP) for FY, SY & TY BBA, BBA (CA) & B.Com students.
- 2) Goal:** Is to provide a training platform for students, to enhance their communication presentation skills as well as to provide basic and advanced technical knowledge to students.
- 3) The Context:** This training programme is framed to provide essential training to students in various areas such as Aptitude Test, General Knowledge & current affairs, do's and don'ts of Group Discussion, preparation for personal interviews, Case study methodology, and technical modules, etc.
- 4) The Practice:**

At the beginning of STP Cycle we arrange STP Orientation programme for freshers. We usually conduct it in association with various Management consultancies such as T.I.M.E. This programme emphasizes on creating employability among the under-graduate students by training them. Student Training programme consist of two cycles in one academic year. Every cycle comprises of approx. 18-19 weeks. The STP

Calendar is prepared at the beginning of the academic year in consultation with Principal Sir and management. The commencement and conclusion dates along with weekly activity calendar are displayed for the students. The STP college level coordinator in consultation with Principal Sir appoints the activity in-charges among faculty members. The necessary resources for conduction of activity are being provided under STP Budget. All the answer sheets for different activities are evaluated and marks are entered. At the end of STP Cycle the final STP Score sheet per student is prepared and displayed on notice board.

5) Evidence of Success: Evidence of success reflects through the feedback given by students. Most of the winners and runner up students in Intercampus Competitions conducted under STP are from Sinhgad College of Commerce.

6) Problems Encountered and Resources Required

- Absenteeism was maximum because students find it difficult and Burdensome.
- Some students do not attend due to laziness and other trifling reasons.

Recourses required are as follows:

- Fully trained Instructors
- Classroom
- LCD
- Stationary

7) Contact Details:

Name of the Principal: Dr.Makarand.S.Wazal

Name of the Institution: Sinhgad College of Commerce

City: Pune

Pin Code: 411048

Accredited Status: B

Work Phone: 020-26933634

Website: www.sinhgad.edu

Mobile: 09421295544

E-mail: principal.scoc@sinhgad.edu

Annexure-III: Best Practices

(a) Best Practice II: Skill Development Programme- Accounts Executive (Statutory Compliance)

1) Title of the Practice: Skill Development Programme Course for M.Com. (Part-II)

Students.

2) Goal:

This programme is aimed at training candidates for the job of “Accounts Executive (Statutory Compliance)” in the Banking, Financial, Service and Insurance Sector. It promotes the skills of the students to have knowledge of various terminologies, to ascertain service tax liability, to perform various accounting entries, to ascertain VAT liability, to prepare tax challan, etc. It also trains the students to file and maintain records, as well as perform general administrative tasks. Sinhgad College of Commerce unveils yet another landmark achievement for M.Com.students since their alliance with the Ants Consulting Services Pvt. Ltd. Students are provided with theoretical as well as practical knowledge related to banking, financial, service and

insurance sector. They are also provided with On-Job Training and Soft Skill sessions. They also conducted Industrial visit for gaining practical exposure of the students.

3) The Context: As per the SPPU Core Structure, the duration of the Skill Development Programme consists of 60 hours for M.Com Part-II students, which contains lectures, demonstrations, hands – off experience, customer interfaces, etc. These sessions focuses on developing skill sets, which are required to become an Accounts Executive.

However, as a part of best practices, Sinhgad College of Commerce provided a detailed thorough knowledge to the students. The duration of this programme was 50 hours of Theory classes and 70 Practical classes. It also covered On-Job Training and Project work. This programme will ensure employability, which will enable the students to progress at a great pace in their professional life.

4) The Practice:

This programme emphasizes on creating employability among the post-graduate students. For this purpose, Ants Consulting Services Pvt. Ltd. provided a professional trainer, who himself is a Chartered Accountant. The course consist of total 50 Hours of theory classes and 70 hours of practical classes, in which Ants provided the students with lecture series through PPT, training the learners to fill tax challan and guiding them to file Income Tax Return forms, as well as ascertaining VAT liability and service tax liability. A Placement Drive was also conducted in Sinhgad College of Arts & Commerce, Narhe, which is a sister concern of Sinhgad College of Commerce, Kondhwa.

5) Evidence of Success: Evidence of success reflects through the 100% passing results of all the students in the examination conducted by Sector Skill, Savitribai Phule Pune University, as well as the feedback given by students.

6) Problems Encountered and Resources Required

- Absenteeism was maximum because students find it difficult and burdensome.
- Some students do not attend due to laziness and other trifling reasons.

Recourses required are as follows:

- Fully trained Instructors
- Classroom
- LCD

7) Contact Details:

Name of the Principal: Dr.Makarand.S.Wazal
Name of the Institution: Sinhgad College of Commerce
City: Pune
Pin Code: 411048
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