

**Annual Quality Assurance Report**  
(2014-2015)

**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**

2014-15

### 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](mailto: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. MHCOGN 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](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->

1.6 Accreditation Details

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

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*) Savitribai Phule Pune University, Pune

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

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other ( <i>Specify</i> )	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 04

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

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

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 outcome achieved by the end of the year

Plan of Action	Achievements
Strengthening and Monitoring the Quality of Academics.	<ul style="list-style-type: none"> <li>➤ All the programmes are regularly monitored with regard to teaching. The Feedback on Teaching was communicated to teachers, shared with faculty and suggestions/recommendations were given by the Principal. This has helped in enhancing the quality of programmes and faculty.</li> <li>➤ Use of Case study method of teaching</li> <li>➤ Guest Lectures for students</li> </ul>
Identifying more “Best Practices” and institutionalizing them.	<ul style="list-style-type: none"> <li>➤ Organised National Level Conference.</li> </ul>
More focus on “Student Centric” activities to enhance their skills.	<ul style="list-style-type: none"> <li>➤ Number of extra-curricular activities conducted through “SPECTRUM”</li> <li>➤ Number of cultural activities conducted through “NEON”</li> <li>➤ Organised Guest Lectures for students</li> <li>➤ Conducted Harvard/IIM Case Studies for FYBBA and SYBBA Students.</li> <li>➤ Organised NSS camp.</li> <li>➤ Organised Industrial and Educational Visits as a part of the academic curriculum</li> </ul>
Strengthening Institutional Social Responsibility activities	<ul style="list-style-type: none"> <li>➤ National Youth week celebration- Elocution competition, Poster Competition</li> <li>➤ Traffic Rules Awareness Seminar</li> <li>➤ National AIDS day celebration</li> <li>➤ Organised Blood Donation Camp</li> </ul>
Enhancing usage of ICT	<ul style="list-style-type: none"> <li>➤ The high speed Internet of 4mbps lease line has been purchased from BSNL</li> </ul>

(Note: Academic Calendar for the Academic Year 2014-2015 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	----	-----	---	01
Others	----	-----	-----	02
<b>Total</b>	04	-----	04	03

Interdisciplinary	-----	-----	-----	-----
Innovative	-----	-----	-----	-----

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

**PG programme has CBCS system**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3 (1 CBCS )
Trimester	0
Annual	1

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 2014-2015 attached as Annexure-II)

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

Yes, The syllabus for the below mentioned classes is revised by Savitribai Phule Pune University for the AY 2014-15

- SYBBA,SYBCA ,S Y B.Com And & M.COM part II

The salient features are as follows:

- The new syllabus is framed keeping the Industry requirement in mind.

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	----	-----	03

2.2 No. of permanent faculty with Ph.D. 04

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	----	----	----	----	----	01	----	

2.4 No. of Guest and Visiting faculty and Temporary faculty 0 3 Visiting 3 Temporary

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	19	01
Presented	03	19	01
Resource Persons	-----	01	05

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

- (a) Using conventional and ICT methods for teaching- learning.  
 (b) Use of Case study

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

207 Days

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

For PG Programme: Seminars, Class Assignments, Presentations, Projects, and Internship.  
 For UG Programmes: Photocopy & revaluation

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

01

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-----

2.10 Average percentage of attendance of students

68%

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	87	03	17	51	07	79.31
BCA	49	08	22	04	00	34.70
B.Com	116	03	12	26	03	43
M.Com Part II	09	22	56	22	00	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	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	0
Others	0

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	11	01	NIL	01
Technical Staff	01	01	NIL	01

**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.’

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	----	-----	-----	----
Outlay in Rs. Lakhs	----	-----	-----	-----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	---	---
Non-Peer Review Journals	----	----	---
e-Journals	01	----	----
Conference proceedings	----	---	19

3.5 Details on Impact factor of publications:

Range  Average  h-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	----	----	----	---
Interdisciplinary Projects	----	----	---	---
Industry sponsored	---	----	----	----
Projects sponsored by the University/ College	----	---	---	---
Students research projects (other than compulsory by the University)	---	---	---	---
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

02

03

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

The activities undertaken as a part of Institutional Social Responsibility

- National AIDS day celebration
- Organised Blood Donation Camp
- National Youth week celebration
- Swatch Bharat Abhiyan
- “Traffic Rule Awareness” Seminar

**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	12
Laboratories	5	3 + 1 (E- Library)	STES	04
Seminar Halls	----	1	-----	----
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	29	4 camera+ 1 sports	STES & Savitribai Phule Pune Universiy	34
Value of the equipments purchased (Rs. in Lakhs)	1,289,728	2,05,000	STES & Savitribai Phule Pune University	1,494,728
Others	26336	33	STES	22,400

4.2 Computerization of administration and library

- Zoom for Leaving Certificate and in Accounts for administration and students report
- GEMS for Administration.
- Library Automation Software –Autolib,
- Tally ERP9 for daily accounting entries
- Paywhiz professional software for salary preparation.
- e-Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4135	540820	343	75493	4478	616313
Reference Books	2849	810714	33	14896	2882	810714
e-Books						
Journals	26	27496	26	27813	26	27813
e-Journals						
Digital Database			N –List	5000	N- List	5000
CD & Video	170	500	90	Free	260	500
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsi ng Centres	Computer Centres	Office	Departments	Others
Existing	160	03	1	---	---	05	05	150
Added	Nil	1	1	1	---	----	-----	---
Total	160	04	2	1	---	05	05	150

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

Training workshops for teachers and students for technology up gradation like use of Library Software, use and applications of ERP.(GEMS software)

4.6 Amount spent on maintenance in lakhs:

i) ICT	5285
ii) Campus Infrastructure and facilities	7351
iii) Equipments	27194
iv) Others (Repairs & Maintenance)	302752
<b>Total:</b>	<b>2, 62,922</b>

**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.<br>(b) College website.<br>(c) First Year Student Orientation Programme.<br>(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 semester term end and Annual examination and<br>(b) Database in department(s). |
|--|

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1053	46	-----	-----

(b) No. of students outside the state

245
-----

(c) No. of international students

71
----

	No	%		No	%
Men	815	74.16	Women	284	25.84

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
704	35	--	49	01	789	920	53	03	95	0	1071

Demand Ratio

B. Com	1.09 : 1.00
BBA	0.87 : 1.00
BCA	0.64 : 1.00
M.Com	0.61 : 1:00

Dropout: **6.6%**

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	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="01"/>

5.6 Details of student counselling and career guidance

Guest Lectures and Seminars for career counselling.

No. of students benefitted:

120

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
06	80	15	--

5.8 Details of gender sensitization programmes

Nil

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	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International Level	<input type="text" value="--"/>
Cultural: State/ University level	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International Level	<input type="text" value="--"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	12	2,03,575
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

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

## **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 toward 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, leaving certificate preparation of Students. MIS is also used by the Library to maintain online records of students, staff members and the books issued.

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

#### 6.3.1 Curriculum Development

(a) Regular Assignments and class tests were conducted to assess the performance of the students.

(b) The Student Presentations were made for certain subjects.

### 6.3.2 Teaching and Learning

- (a) 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 Examination consists of subjective questions and question papers were designed as per University pattern.
- (b) Student presentations were organized.
- (c) Home assignments were given.
- (d) Class Tests were conducted.

### 6.3.4 Research and Development

- (a) Sensitizing and motivating teachers to undertake research through Research cell.
- (b) College has organized National Level Conference for promoting Research activities.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- (a) The high speed Internet of 4mbps lease line has been purchased from BSNL.
- (b) The college has also purchased Sports & Gymnasium equipments namely Spin bike, Abdominal Boards & Cross Trainer for the students and staff.
- (c) The college has also purchased a Scanner for their regular official use. A sound system with a Caller Mike is also purchased for various programmes organised in the college.
- (d) 3 CCTV cameras are also installed in the college.

### 6.3.6 Human Resource Management

- (a) The skills of the staff members are utilized for academic and administrative purpose.
- (b) The Institute also conducts various training programmes for its staff. members.

6.3.7 Faculty and Staff recruitment

- (a) Well qualified Faculty and staff are recruited as per requirements and norms of Savitribai Phule Pune University.
- (b) Roaster System is followed for Staff recruitment.

6.3.8 Industry Interaction / Collaboration

- (a) College has organised Industrial visit to Ahmadabad for SYBBA students to acquaint them with practical knowledge.
- (b) Eminent Personalities from various reputed organizations were invited for the Guest Lectures.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	Gratuity, Medical Insurance, Group Insurance Scheme
Nonteaching	Provident Fund, Medical Insurance, Group Insurance Scheme
Students	Student Safety Insurance Policy

6.5 Total corpus fund generated

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 Institution
Administrative	No	No	Yes	Head of Institution

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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?

NA

6.11 Activities and support from the Alumni Association

A meeting of Alumni Association was held.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Meet was conducted in every semester.

6.13 Development programmes for support staff

NA

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

Tree Plantation, Cleanliness Programme was carried out.

**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.

Innovations introduced during this academic year are as follows:

- (a) Use of Case study method of teaching for few subjects.
- (b) Increase participation of students in cultural and sports activities.
- (c) Enhanced administrative efficiency of the institution with more ICT usage.
- (d) Conducted Guest Lectures.
- (e) Organised Industrial Visits as a part of the academic curriculum
- (g) Strengthened Institutional Social Responsibility Initiative
- (h) Feedback on Teaching: Created a positive impact on teaching-Learning process by sharing it openly with teachers.
- (i) Regular assessment of students in the form of Classroom presentations, Group Discussion among the students motivated them and enhanced their subject knowledge and Communication skills.

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
Strengthening and Monitoring the Quality of Academics.	<ul style="list-style-type: none"> <li>➤ All the programmes are regularly monitored with regard to teaching. The Feedback on Teaching was communicated to teachers, shared with faculty and suggestions/ recommendations were given by the Principal. This has helped in enhancing the quality of programmes and faculty.</li> <li>➤ Use of Case study method of teaching</li> <li>➤ Guest Lectures for students</li> </ul>
Identifying more “Best Practices” and institutionalizing them.	<ul style="list-style-type: none"> <li>➤ Organised National Level Conference.</li> </ul>
More focus on ‘Student Centric’ activities to enhance their skills.	<ul style="list-style-type: none"> <li>➤ Number of extra-curricular activities conducted through “SPECTRUM”</li> <li>➤ Number of cultural activities conducted through “NEON”</li> <li>➤ Organised Guest Lectures for students</li> <li>➤ Conducted Harvard/IIM Case Studies for FYBBA and SYBBA Students.</li> <li>➤ Organised NSS camp.</li> <li>➤ Organised Industrial and Educational Visits as a part of the academic curriculum</li> </ul>
Strengthening Institutional Social Responsibility activities	<ul style="list-style-type: none"> <li>➤ National Youth week celebration</li> <li>➤ Traffic Rules Awareness Seminar</li> <li>➤ Tree Plantation</li> <li>➤ National AIDS day celebration</li> <li>➤ Organised Blood Donation Camp</li> </ul>
Enhancing usage of ICT	<ul style="list-style-type: none"> <li>➤ The high speed Internet of 4mbps lease line has been purchased from BSNL</li> </ul>

7.3 Give two Best Practices of the institution

<p>(a) Harvard/ IIM Case study</p> <p>(b) Maintaining Online leave record of teaching and non teaching staff through GEMS software.</p>
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7.4 Contribution to environmental awareness / protection

NSS activities are based on environmental awareness like Clean and Green India.

7.5 Whether environmental audit was conducted? Yes  No

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

**STRENGTHS:**

- Qualified staff
- Locational advantage
- Brand Value

**WEAKNESS:**

- Insufficient land for future expansion of the campus
- Insufficient land for outdoor sports activities
- Inadequate transport facility

**OPPORTUNITIES:**

- Mobilization of Resources
- Developing Research culture among staff and students.

**THREATS:**

- Competition from International & Autonomous Educational Institutes.

7.8. Plans of institution for next year

- (a) Identify more “Best Practices” and institutionalize them.  
(b) To focus more on “Student Centric” activities to enhance their knowledge and skills.

Name Mrs.Jayashree V.Patole

Coordinator, IQAC

Name: Dr.Makarand S. Wazal

Principal and Chairperson, IQAC

**Annexure- I: Academic Calendar AY 2014-15**

Sinhgad Technical Education Society's Sinhgad College Of Commerce, Kondhwa(Bk.), Pune-48 Academic Calander 2014-15 (First Term)						
Date/Mont	June	July	Aug	Sept.	Oct.	Nov.
1		D-14	D-40	D-62	D-79	Diwali Vacation
2		D-15	D-41	D-63	<b>Gandhi Jaganti</b>	
3		D-16	Sunday W-7	D-64	<b>Dussehra</b>	
4		D-17	D-42	D-65	D-80	
5		D-18	D-43	D-66	Sunday W-16	
6		Sunday W-3	D-44	D-67	<b>Bakari Eid</b>	
7		D-19	D-45	Sunday W-12	nt Exam M.Com.D-81	
8		D-20	D-46	<b>Anant Chaturdashi</b>	Internal Exam D-82	
9		D-21	<b>Ramzan Eid</b>	<b>Anant Chaturdashi</b>	Internal Exam D-83	
10		D-22	Sunday W-8	D-68	Internal Exam D-84	
11		D-23	D-47	D-69	D-81	
12		D-24	D-48	D-70	Sunday W-17	
13		Sunday W-4	D-49	D-71	D-82	
14		D-25	D-50	Sunday W-13	D-83	
15		D-26	<b>Independence Day</b>	D-72	D-84	
16	<b>Comencement of Teaching (Day 1)</b>	D-27	D-51	D-73	D-85	
17	D-2	D-28	Sunday W-9	D-74	D-86	
18	D-3	D-29	<b>Parsi New Year</b>	D-75	D-87	
19	D-4	D-30	D-52	D-76	Sunday W- 18	
20	D-5	Sunday W-5	D-53	D-77	D-88	
21	D-6	D-31	D-54	Sunday W-14	D-89	
22	Sunday W-1	D-32	D-55	Int Exam B.Com./BBA/BCA	<b>Diwali</b>	
23	D-7	D-33	D-56	Int Exam B.Com./BBA/BCA	<b>Diwali</b>	
24	D-8	D-34	Sunday W-10	Int Exam B.Com./BBA/BCA	<b>Diwali</b>	
25	D-9	D-35	D-57	Int Exam B.Com./BBA/BCA	Univ. Exam Theory	
26	D-10	D-36	D-58	Int Exam B.Com./BBA/BCA	Sunday W- 19	
27	D-11	Sunday W-6	D-59	Int Exam B.Com./BBA/BCA	Univ. Exam Theory	
28	D-12	D-37	D-60	Sunday W-15	Univ. Exam Theory	
29	Sunday W-2	<b>Id-ul-fitr</b>	<b>Ganesh Chaturthi</b>	Int Exam B.Com./BBA/BCA	Univ. Exam Theory	
30	D-13	D-38	D-61	D-78	Univ. Exam Theory	
31		D-39	Sunday W-11			

Sinhgad Technical Education Society's Sinhgad College Of Commerce, Kondhwa(bk.), Pune-48 Academic Calander 2014-15 ( Second Term)						
Date/Mont	Nov	Dec	Jan	Feb	March	April
1		D-3	D-29	Sunday W-10	Sunday W-14	D-95
2		D-4	D-30	D-55	D-76	D-96
3		D-5	D-31	D-56	D-77	D-97
4		D-6	Sunday W-6	D-57	D-78	D-98
5		D-7	D-32	Cultural Days and Karandak Competition D-61	D-79	Sunday W-19
6		D-8	D-33	Cultural Days and Karandak Competition D-62	D-80	D-99
7		Sunday W-2	D-34	Cultural Days and Karandak Competition D-63	D-81	D-100
8		D-9	D-35	Sunday W-11	Sunday W-15	D-101
9		D-10	D-36	D-58	Internal Exams	D-102
10		D-11	D-37	D-59	Internal Exams	D-103
11		D-12	Sunday W-7	D-60	Internal Exams	D-104
12		D-13	D-38	D-61	Internal Exams	Sunday W-20
13		D-14	D-39	D-62	Internal Exams	External Exam
14		Sunday W-3	D-40	D-63	Internal Exams	External Exam
15		D-15	D-41	Sunday W-12	Sunday W-16	External Exam
16		NSS Camp / D - 16	D-42	D-64	Internal Exams	External Exam
17		NSS Camp / D - 17	D-43	D-65	D-82	External Exam
18		NSS Camp / D - 18	Sunday W-8	D-66	D-83	External Exam
19		NSS Camp / D - 19	D-44	D-67	D-84	Sunday W-21
20		NSS Camp / D - 20	D-45	D-68	D-85	External Exam
21		Sunday W-4	D-46	D-69	D-86	External Exam
22		D-21	D-47	Sunday W-13	Sunday W-17	External Exam
23		D-22	D-48	D-70	D-87	External Exam
24		D-23	D-49	D-71	D-88	External Exam
25		<b>NATAL</b>	Sunday W-9	D-72	D-89	External Exam
26		D-24	Republic day	D-73	D-90	Sunday W-22
27		D-25	D-50	D-74	D-91	External Exam
28	<b>Comencement of Teaching</b>	Sunday W-5	D-51	D-75	D-92	External Exam
29	D-2	D-26	D-52		Sunday W-18	External Exam
30	Sunday W-1	D-27	D-53		D-93	End of Semester
31		D-28	D-54		D-94	

## **Annexure- II: Brief Report on Feedback Analysis on Teaching AY 2014-15**

Feedback on Teaching is 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.

- 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 year for all programmes.
- The various parameters on which teaching is assessed are: Voice clarity, Board Writing, Presentation skills, teaching speed, Command on English, Preparation lecture, Syllabus coverage, Interaction with students during lecture, Pronunciation, Punctuality, Explanation of topic taught.
- The students are asked to give their feedback for the above mention points.
- 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. 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 2014-2015, revealed that some teacher(s) have poor interaction with the student(s), incorrect pronunciation and poor preparation. Suggestions and recommendations were given to the teacher(s) in the Interaction meeting.
- However, overall efforts on teaching in classroom taken, method and content of deliverables have been workout.

## **Annexure-III: Best Practices**

### **(a) Best Practice I: Harvard/ IIM Case study**

- 1) **Title of the Practice:** Harvard/ IIM Case studies for F.Y./SY BBA Students.
- 2) **Goal:** To help the students learn the concepts through case study method. All the cases were based on University curriculum. Simple and brief cases were selected for undergraduate students. Sinhgad College of Commerce unveils yet another landmark achievement for BBA students since Sinhgad Technical Education Society got into an alliance with the Harvard Business Publishing on 31<sup>st</sup> October 2013. Students and faculty members of STES now have an access to Case Studies, Simulations, Role Plays, Online Courses and references of various imperative and business related articles.
- 3) **The Context:** Designing and implementing IIM/HBSP course pack for FY/SY BBA students include many challenges. Few of them are mentioned below;

- Selecting HBSP brief cases as per subject content prescribed by Savitribai Phule Pune University.
- Monitoring active involvement of all group members while analysing the case.

#### 4. The Practice:

Case study method of teaching is itself a unique practice. The most important part of this practice is it's free of cost for all FY/SY BBA students. Training programme was arranged for teachers for effective delivery of cases. The experts from IIM were invited to coach the faculty members on how to solve and teach the cases.

#### **HBSP &IIM Case Study Course Pack Planner and Execution- 2014 (First Term)**

Name of the Faculty : Asst. Prof. Nagesh Kanki  
Subject: Business Accounting

Class : FYBBA

IIM Planner for August & September			IIM Execution for August & September	
Day	Date	Activity	Date	Activity
Saturday	23/08/14	Comouflge Accounting ( Batch 2 )	30/08/14	Comouflge Accounting ( Batch 2 )
Saturday	30/08/14	Comouflge Accounting ( Batch 1 )	01/09/14	Comouflge Accounting ( Batch 1 )
Saturday	06/09/14	National Pharma Limited ( Batch 2 )	19/09/14	National Pharma Limited ( Batch 2 )
Saturday	13/09/14	National Pharma Limited ( Batch 1 )	22/09/14	National Pharma Limited ( Batch 1 )

Name of the Faculty : Asst. Prof. Nagesh Kanki    Class : SYBBA    Sub: Management Accounting

HBSP Planner for August & September			HBSP Execution for August & September	
Day	Date	Activity	Date	Activity
Saturday	23/08/14	Financial Detective ( Batch 2 )	28/08/14	Financial Detective ( Batch 2 )
Saturday	30/08/14	Financial Detective ( Batch 1 )	30/08/14	Financial Detective ( Batch 1 )
Saturday	06/09/14	BBC Pvt. Ltd. Working Capital Challenges ( Batch 2 )	06/09/14	BBC Pvt. Ltd. Working Capital Challenges ( Batch 2 )
Saturday	13/09/14	BBC Pvt. Ltd. Working Capital Challenges ( Batch 1 )	14/09/14	BBC Pvt. Ltd. Working Capital Challenges ( Batch 1 )

Name of the Faculty : Dr. Vishwas Swami

Class : FYBBA

Sub: Business Organization System

IIM Planner for August & September			IIM Execution for September & October	
Day	Date	Activity	Date	Activity
Saturday	23/08/14	Patel Tea Company (Batch 1)	05/09/14	Patel Tea Company (Batch 1)
Saturday	30/08/14	Patel Tea Company (Batch 2)	06/09/14	Patel Tea Company (Batch 2)
Saturday	06/09/14	AdvantAge Elders: Getting Active at 60+ (Batch 1)	13/10/14	AdvantAge Elders: Getting Active at 60+ (Batch 1)
Saturday	13/09/14	AdvantAge Elders: Getting Active at 60+ (Batch 2)	14/10/14	AdvantAge Elders: Getting Active at 60+ (Batch 2)

Name of the Faculty : Dr. Vishwas Swami

Class : SYBBA

Sub: HRM & OB

HBSP Planner for August & September			HBSP Execution for August & September	
Day	Date	Activity	Date	Activity
Saturday	23/08/14	Jennifer Gaston (Batch 1)	28/08/14	Jennifer Gaston (Batch 1)
Saturday	30/08/14	Jennifer Gaston (Batch 2)	30/08/14	Jennifer Gaston (Batch 2)
Saturday	06/09/14	Citibank: Performance Evaluation (Batch 1)	06/09/14	Citibank: Performance Evaluation (Batch 1)
Saturday	13/09/14	Citibank: Performance Evaluation (Batch 2)	14/09/14	Citibank: Performance Evaluation (Batch 2)

Name of the Faculty : Asst.Prof.Mamta Hatkar

Class: F.Y.B.B.A

Specialisation : Business Economics(Micro)

IIM Planner for August & September			IIM Execution for September & October	
Day	Date	Activity	Date	Activity
Tuesday	28/08/14	Monopoly: Indian Railways (Batch 1)	19/09/14	Monopoly: Indian Railways (Batch 1)
Tuesday	28/08/14	Monopoly: Indian Railways (Batch 2)	20/09/14	Monopoly: Indian Railways (Batch 2)
Wednesday	05/09/14	Labour unrest at Maruti Suzuki India Limited (Batch 1)	09/10/14	Labour unrest at Maruti Suzuki India Limited (Batch 1)
Wednesday	05/09/14	Labour unrest at Maruti Suzuki India Limited (Batch 2)	10/10/14	Labour unrest at Maruti Suzuki India Limited (Batch 2)

**HBSP Course Pack for FYBBA 2014-15 (Second Term) :** The schedule is mentioned below

**HBSP Course pack Execution Schedule**

<b>Dates</b>	<b>Subject</b>	<b>Name of the Faculty</b>	<b>Timings for Case I</b>	<b>Timings for Case II</b>
18/03/2015	Principles of Finance	Asst. Prof. Nagesh Kanki	8.00 am to 12.00 noon	1.00 pm to 5.00pm
19/03/2015	Principles of Marketing	Asst. Prof.Mrs.Jayashree Patole	8.00 am to 12.00 noon	1.00 pm to 5.00pm
20/03/2015	Principles of Management	Dr. Vishwas Swami	8.00 am to 12.00 noon	1.00 pm to 5.00pm

**5) Evidence of Success: Evidence of success reflects through feedback given by students.** Performance of the students was evaluated using grading parameters mentioned below:

**HBSP Course Pack Feedback Form Analysis (Oct. 2014)**

<b>HBSP/IIM Case Studies</b>			
1	Do you find the cases useful in understanding the theoretical concepts in a better way?	Yes	No
	<b>Feedback</b>	<b>86%</b>	<b>14%</b>
2	Is the assessment clearly defined and fair?	Yes	No
	<b>Feedback</b>	<b>90.47</b>	<b>9.52</b>
3	Are the instructors positive and effective?	Yes	No
	<b>Feedback</b>	<b>96.42</b>	<b>2.38</b>
4	Are contents explained in a clear way?	Yes	No
	<b>Feedback</b>	<b>97.61</b>	<b>1.19</b>
5	Are contents explained in a clear way?	Yes	No
	<b>Feedback</b>	<b>100</b>	<b>0</b>
6	Is the personal preparation of Instructor for the Cases adequate?	Yes	No
	<b>Feedback</b>	<b>90.47</b>	<b>9.52</b>
7	Do you find the cases burdensome?	Yes	No
	<b>Feedback</b>	<b>76.19</b>	<b>2.38</b>

## 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

### b) **Best Practice II:** Online leave Management through GEMs Software.

1) **Title of the Practice:** Online leave Management through GEMs Software.

2) **Goal:** The objective of Leave System is to automate Leave management which reduces paperwork and help in easier record maintenance by having particular centralised database system. With the help of this system users can apply leave online, alternative person can approve or escalate to higher levels, and HR can update leave status online. The users can see the status of all Leave Transactions and their Leave Balances from this system. Admin can manage all Leave Transactions with the help of this system.

### 3) **The Context:**

In the previous Leave record system college was following manual procedure in which faculty enters information in record book. At the end of each month and session administration department calculates leave/s of every member which is time consuming process and there are chances of loosing data or errors in the records. Online leave Management through GEMs Software eliminates manual processes for tracking employee leave and absences, provide a user-friendly way to request and approve leave.

### 4) **The Practice:**

The steps to apply online leave are as follows:

- Log on using username and password with the website address  
<http://www.sinhgad.info/login.htm;jsessionid=72F04180A2B64E37E9B0307D35E5208D>
- From the various drop down menus select Personal → Leave Management → Leave application
- Fill up the leave application by entering data under various heads.
- The filled up application form needs to be approved by the alternative faculty member.
- After his/her approval the form will go to the verification authority. After his/her approval Alt Reporting Manager and reporting manager will approve it.
- Finally the sanctioning authority will approve the leave which is visible to applicant on website.

4) Evidence of Success:

Leave report of Casual Leave  
From Jan 01, 2014 To Dec 31, 2014

Employee Name	Institute / Department	Leave Dates	No of Days Counted within period	Admin Status	Alt Reporting Manager Status	Reporting Manager Status	Secretary Status	Total
Mr. Rajendra Dhayarkar	SCOC	Apr 15, 2014	1.0	Approved	Approved	Approved	Approved	4
		May 06, 2014	0.5	Approved	Approved	Approved	Approved	
		Aug 06, 2014	0.5	Approved	Approved	Approved	Approved	
		Nov 28, 2014	1.0	Approved	Approved	Approved	Approved	
		Dec 22, 2014	1.0	Approved	Approved	Approved	Approved	
Mr. Makarand Wazal	SCOC	Jan 30, 2014	1.0	Approved	Approved	Approved	Approved	6.5
		Mar 13, 2014	1.0	Approved	Approved	Approved	Approved	
		Apr 15, 2014	1.0	Approved	Approved	Approved	Approved	
		May 10, 2014	1.0	Approved	Approved	Approved	Approved	
		Dec 02, 2014	0.5	Approved	Approved	Approved	Approved	
		Dec 22, 2014	1.0	Approved	Approved	Approved	Approved	
		Dec 31, 2014	1.0	Approved	Approved	Approved	Approved	
		Jan 18, 2014	0.5	Approved	Approved	Approved	Approved	
		Feb 01, 2014	1.0	Approved	Approved	Approved	Approved	
		Mar 21, 2014	0.5	Approved	Approved	Approved	Approved	
Mr. Manohar Naik	SCOC	Mar 25, 2014	1.0	Approved	Approved	Approved	Approved	6
		Jul 07, 2014	0.5	Approved	Approved	Approved	Approved	
		Jul 19, 2014	0.5	Approved	Approved	Approved	Approved	
		Sep 04, 2014	0.5	Approved	Approved	Approved	Approved	
		Sep 29, 2014	0.5	Approved	Approved	Approved	Approved	
		Nov 03, 2014	0.5	Approved	Approved	Approved	Approved	
		Dec 24, 2014	0.5	Approved	Approved	Approved	Approved	
		Jan 03, 2014	1.0	Approved	Approved	Approved	Approved	
		Apr 15, 2014	1.0	Approved	Approved	Approved	Approved	
		Apr 30, 2014	0.5	Approved	Approved	Approved	Approved	
Mr. Milind Taralekar	SCOC	Sep 24, 2014	1.0	Approved	Approved	Approved	Approved	7.5
		Nov 26, 2014	1.0	Approved	Approved	Approved	Approved	
		Dec 06, 2014	1.0	Approved	Approved	Approved	Approved	
		Dec 31, 2014	1.0	Rejected	Pending	Pending	Pending	
		Dec 31, 2014	1.0	Approved	Approved	Approved	Approved	
Jan 13, 2014	1.0	Approved	Approved	Approved	Approved			

Leave report of Earned Leave (EL)  
From Jan 01, 2014 To Dec 31, 2014

Employee Name	Institute / Department	Leave Dates	No of Days Counted within period	Admin Status	Alt Reporting Manager Status	Reporting Manager Status	Secretary Status	Total
Mr. Rajendra Dhayarkar	SCOC	Oct 25, 2014 - Oct 27, 2014	3.0	Approved	Approved	Approved	Approved	3
Dr. Makarand Wazal	SCOC	Aug 16, 2014 - Aug 19, 2014	4.0	Approved	Approved	Approved	Approved	7
		Oct 25, 2014 - Oct 27, 2014	3.0	Approved	Approved	Approved	Approved	
Mr. Manohar Naik	SCOC	May 06, 2014 - May 08, 2014	3.0	Approved	Approved	Approved	Approved	6
		Oct 25, 2014 - Oct 27, 2014	3.0	Approved	Approved	Approved	Approved	
Mr. Milind Taralekar	SCOC	Jun 05, 2014 - Jun 07, 2014	3.0	Approved	Approved	Approved	Approved	6
		Oct 19, 2014 - Oct 21, 2014	3.0	Approved	Approved	Approved	Approved	
Ms. Archana Kamthe	SCOC	May 26, 2014 - May 28, 2014	3.0	Approved	Approved	Approved	Approved	6
		Oct 19, 2014 - Oct 21, 2014	3.0	Approved	Approved	Approved	Approved	
Mrs. Mangal Londhe	SCOC	May 22, 2014 - May 24, 2014	3.0	Approved	Approved	Approved	Approved	6
		Oct 19, 2014 - Oct 21, 2014	3.0	Approved	Approved	Approved	Approved	
Mrs. Meera	SCOC	Jun 05, 2014 - Jun 07, 2014	3.0	Approved	Approved	Approved	Approved	6

Leave report of Half Pay Leave (HPL) / Medical Leave  
From Jan 01, 2014 To Dec 31, 2014

Employee Name	Institute / Department	Leave Dates	No of Days Counted within period	Admin Status	Alt Reporting Manager Status	Reporting Manager Status	Secretary Status	Total
Mr. Manohar Naik	SCOC	May 26, 2014 - May 28, 2014	3.0	Approved	Approved	Approved	Approved	3
Mr. Milind Taralekar	SCOC	Jun 23, 2014 - Jun 25, 2014	3.0	Approved	Approved	Approved	Approved	4
		Jul 05, 2014	1.0	Rejected	Pending	Pending	Pending	
Mr. Rakesh Deshmukh	SCOC	Aug 25, 2014 - Aug 27, 2014	3.0	Approved	Approved	Approved	Approved	3

Leave report of Casual Leave  
From Jun 01,2014 To Dec 31,2014

Employee Name	Institute / Department	Leave Dates	No of Days Counted within period	Admin Status	Alt Reporting Manager Status	Reporting Manager Status	Secretary Status	Total
Dr. Vijaya Nawale	SCOC	Jul 05,2014	1.0	Approved	Approved	Approved	Approved	7.5
		Jul 30,2014	1.0	Approved	Approved	Approved	Approved	
		Aug 20,2014 - Aug 21,2014	2.0	Approved	Approved	Approved	Approved	
		Sep 25,2014	1.0	Approved	Approved	Approved	Approved	
		Sep 27,2014	1.0	Approved	Approved	Approved	Approved	
		Nov 26,2014	0.5	Approved	Approved	Approved	Approved	
		Dec 29,2014	1.0	Approved	Approved	Approved	Approved	
		Jul 03,2014 - Jul 04,2014	2.0	Approved	Approved	Approved	Approved	
		Jul 08,2014	0.5	Approved	Approved	Approved	Approved	
		Aug 26,2014	1.0	Approved	Approved	Approved	Approved	
Prof. Sachin Ubale	SCOC B.Com	Sep 17,2014	1.0	Approved	Approved	Approved	Approved	7.5
		Dec 11,2014 - Dec 13,2014	3.0	Approved	Approved	Approved	Approved	
		Jul 09,2014	0.5	Approved	Approved	Approved	Approved	
		Aug 14,2014	1.0	Approved	Approved	Approved	Approved	
Dr. Gajanan Patil	SCOC B.Com	Sep 17,2014	1.0	Approved	Approved	Approved	Approved	3.5
		Nov 22,2014	0.5	Approved	Approved	Approved	Approved	

Leave report of Half Pay Leave (HPL) / Medical Leave  
From Jan 01,2014 To Dec 31,2014

Employee Name	Institute / Department	Leave Dates	No of Days Counted within period	Admin Status	Alt Reporting Manager Status	Reporting Manager Status	Secretary Status	Total
Dr. Vijaya Nawale	SCOC	Feb 12,2014 - Feb 15,2014	4.0	Approved	Approved	Approved	Approved	22
		Oct 13,2014 - Oct 18,2014	6.0	Approved	Approved	Approved	Approved	
		Dec 01,2014 - Dec 06,2014	6.0	Approved	Approved	Approved	Approved	
		Dec 12,2014 - Dec 17,2014	6.0	Approved	Approved	Approved	Approved	
		Feb 03,2014 - Feb 05,2014	3.0	Approved	Approved	Approved	Approved	
		Aug 11,2014 - Aug 14,2014	4.0	Approved	Approved	Approved	Approved	
Asst. Professor Mamta Hatkar	SCOC B.Com	Aug 23,2014 - Aug 29,2014	7.0	Approved	Approved	Approved	Approved	11
		Nov 29,2014 - Dec 02,2014	4.0	Approved	Rejected	Rejected	Pending	
Asst. Professor Jayashree Patole	SCOC BBA	Nov 29,2014 - Dec 02,2014	4.0	Approved	Approved	Approved	Approved	8
		Jul 14,2014 - Jul 28,2014	15.0	Approved	Approved	Approved	Rejected	
Asst. Professor Snehal Gaur	SCOC BBA	Jul 14,2014 - Jul 28,2014	15.0	Rejected	Pending	Pending	Pending	77
		Jul 14,2014 - Jul 28,2014	15.0	Approved	Approved	Approved	Approved	
		Jul 29,2014 - Aug 29,2014	32.0	Approved	Approved	Approved	Approved	

6) Problems Encountered and Resources Required:

Problems Encountered are as follows:

- Less awareness about GEMS software and its use.
- Difficulty in applying leave online due to Computer illiteracy among few (Peons)

Resources Required:

- Computer with Internet facility

7) **Contact Details:**

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