



Founder - President
Late Sahebrao V. Buttepatil
Ex.M.L.A.,Khed

Savitribai Phule Pune University Affiliation ID. No. PU/PN/ASC/036/1977
Jr. College Code No.: J-11.08.001 M.C.V.C. Code No.: 057



॥ प्रज्वालितो ज्ञानमयः प्रदीपः ॥
K.T.S.P. Mandal's



Website : www.hmrjgurunagar.com
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HUTATMA RAJGURU MAHAVIDYALAYA

Ph. : 02135-222099

ARTS, SCIENCE & COMMERCE
Rajgurunagar, Tal. Khed, Dist. Pune - 410505
NAAC Reaccredited B Grade

Principal - Dr. S.B. Patil
M.Sc.,Ph.D., F.I.S.C.A.
Email:- drsbpatil5576@yahoo.co.in

Date: 16/09/2016

Outward No.: 437/16-17

To,
The Director,
National Assessment and Accreditation Council (NAAC)
P. O. Box No. 1075 Nagarbhavi,
Banglore- 580072

Subject: Submission of AQAR for the Year 2015-16
Ref: Track ID MHCOGN10638

Dear Sir,

We hereby submit the AQAR for the year 2015-16 by email. Please find the attachment for same.

Kindly accept and acknowledge the same.

Thanking you,

Yours faithfully,


Dr. T. G. Gite
Coordinator-IQAC
H R Mahavidyalaya
Rajgurunagar,Pune


Prin. Dr. S. B. Patil
Chairman
IQAC. H. R. M, Rajgurunagar,
Pune-410 505.

Copy To,
BCUD Director
Savitribai Phule Pune University, Pune

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	K.T.S.P.Mandal's Hutatma Rajguru Mahavidyalaya
1.2 Address Line 1	At/Po-Rajgurunagar
Address Line 2	Tal-Khed,Dist-Pune
City/Town	Rajgurunagar
State	Maharashtra
Pin Code	410505
Institution e-mail address	hrmrajguru@yahoo.com
Contact Nos.	9822425843
Name of the Head of the Institution:	Prin.Dr.S.B.Patil
Tel. No. with STD Code:	02135-222099
Mobile:	9822425843

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(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:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2014-15.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	82.10	2003-04	5 Years
2	2 nd Cycle	B	2.64	2014-15	5 Years
3	3 rd Cycle
4	4 th Cycle

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

1.8 AQAR for the year (for example 2010-11)

1.9 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 2014-15 submitted 07/08/2015

1.10 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

(eg. AICTE, BCI, MCI, PCI, NCI)

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) Community College, 1) Diploma in Auto Mobile Technology. 2) Diploma in Retail Management

1.12 Name of the Affiliating University (for the Colleges)

SAVITRIBAI PHULE PUNE
UNIVERSITY PUNE

1.13 Special status conferred by Central/ State Government— Nil

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: Total 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

3, 00,000/-

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

- Enhancement of infrastructure.
- Encouragement to research activity.
- Lectures of eminent persons regarding quality improvement.
- Publication of Research Journal of Arts, Commerce and Science by the college.
- Preparation and submission of proposals and attended interface meetings at UGC, Delhi for Community College and DDU Kaushal Kendra, UGC, DBT STAR College Scheme, DST FIST.
- Efforts to improve quality of administration, academics and research.
- Under the guidance of the IQAC The college organized one national and two state level Conferences successfully
- Organized Mobile repairing Workshop for Students
- Organized Environmental Awareness workshop for Students
- Organized Rojgar mela in collaboration with state Government of Maharashtra

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 (2015-16)*

Plan of Action	Achievements
1. Promote the faculty to apply for major and minor research project.	Minor Research Project submitted to WRO UGC, Pune

2. To arrange seminars, workshops and conferences in the college.	Proposals submitted to BCUD Savitribai Phule Pune University and three departments organized seminar and conferences.
3. Analysis of Results-	The results of the examinations of the previous academic year were analyzed and necessary instructions were given to the teachers who needed improvement.
4. NSS, NCC Activities along with cultural & other extra curricular activities-	NSS, NCC units were formed for this academic year and various activities were carried out. Hutatma Rajguru Elocution competition was organized. Blood donation programme was also organized. Sahebraoji Buttepatil Memorial Lecture series was also organized. The college team participated in cultural competitions organized by D.G. Valse Patil foundation as Bhimashankar karandak at Bhimashankar.
5. Examinations-	Examinations were conducted according to the time table of the university. Students were informed about it in advance.
6. Educational Tours and Industrial visits-	Educational Tours and Industrial visits were also arranged to motivate the students. Study Tour/Visits to various places as Ganpatipule, Satara, Alibag. Staff trip on 5 th Sep 2015 organized to visit Deshmukh college from adivasi area, Rajur and visit bhandardara dam
7. Feedback from students	Feedback was collected from the students, in the prescribed format, analysed and required action was taken as per the suggestion
8. Preparation of Presentation for DST FIST proposal for financial support	Proposal is presented in DST FIST committee and sanctioned.

The Academic Calendar has been attached as an Annexure 1.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR for The A.Y 2015-16 was placed in the management meeting. It was discussed in detail by the management. The suggestions were incorporated and approved report is being submitted to the NAAC.

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	01	Nil	Nil	Nil
PG	06	Nil	6	Nil
UG	09	Nil	2	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	02	Nil	02	Nil
Certificate	Nil	Nil	Nil	Nil
Others	02	Nil	Nil	Nil
Total	20	Nil	10	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	----
Annual	08

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

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

**Please provide an analysis of the feedback in the Annexure*

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

From the academic year 2015-16 (2013 Pattern) the syllabuses of UG and PG courses have been revised by the University. Accordingly the syllabus of final year of UG courses has been revised.

Salient aspects:

1. The syllabus brings in application oriented practical aspect.
2. Inclusion of contemporary topics in respective faculties.
3. Syllabus was revised from employability point of view by making curriculum such that it meets the needs of industry.
4. Areas in the curriculum focus on the life skills.
5. Socially relevant topics are in focus.

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
27	11	15	00	01(Librarian)

2.2 No. of permanent faculty with Ph.D.

13

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
--	15	--	00	--	03	01	01	01	19

2.4 No. of Guest and Visiting faculty and Temporary faculty (UG + PG)

06

08

45

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	12	08
Presented papers	08	20	12
Resource Persons	03	04	01

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

The College makes use of innovative teaching and learning methods such as ppt presentation, group discussions, expert lectures, book review, net surfing, scrap book, projects, orals, on-the-job training and computerised language and commerce labs

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

180

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

On demand we provide a photocopy of evaluated papers

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

02

02

02

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
T.Y.B.A.	155	21	33	32	06	59.35
T.Y.B.COM.	376	22	133	82	07	66.12
T.Y.B.SC.	92	39	17	22	--	82.16
T.Y.B.C.A.	16	00	07	03	00	62.50
T.Y.B.C.S.	04	01	00	00	00	25
M.COM.	47	17	18	04	00	88.63
M.Sc.	17	02	12	01	00	88.23
M.A.	35	03	15	16	00	100

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

IQAC contribute the teaching and learning process by using following ways.

- 1) Feedback from students and its analysis.
- 2) SWOT analysis.
- 3) Conducting seminars, group discussions and interviews of students.
- 4) Use of video on special topic.
- 5) Surprise tests.
- 6) Organizing remedial teaching programme for SC/ST Students and poor performance students.
- 7) Lectures Use Power Point Presentation to give Lectures

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	01
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	00
Others	03

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	29	11	-	18
Technical Staff	16	07	-	07

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC informed the teachers about the grants for research and developments. 24x7 Internet facility available in the college making it a Wi-Fi campus. Permission granted to teachers to present papers in international, national and state-level seminars and conferences.

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	--	1	1	01
Outlay in Rs. Lakhs	-	60000	350000	500000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	06	06
Non-Peer Review Journals	01	02	03
e-Journals	-	-	-
Conference proceedings	04	11	07

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		BCUD	60000	45000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	60000	45000

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	02	--	-
Sponsoring agencies	--	BCUD Savitribai Phule University	BCUD Savitribai Phule University	--	-

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

07

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

- Blood Donation Camp organized by college
- One day District level workshop on Environment Awareness.
- NSS volunteers arranged poster rallies for literacy, health, human rights, AIDS, Food Safety day, Free Plastics Champaign awareness about the effects of alcoholism and drugs.

- NSS camp organised at Kharpudi(Kd) village.
- In Common wealth weightlifting championship 12 cadets work as volunteers at Balewadi, Pune from 11 to 15 Oct 2015
- 6 cadets participated in army attachment camp Pune

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	4+3 acres	-	-	4+3 acres
Class rooms	79	-	-	79
Laboratories	09	01(Commerce)	K.T.S.P.Mandal	10
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	--	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- | |
|---|
| <ul style="list-style-type: none"> • ERP for Admission • Computerising of the Library is in progress. |
|---|

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	25694	1762459	1960	271249	27654	1533708
Reference Books	17463	2948621	519	242071	17982	3190692
e-Books	-	-	-	-	-	-
Journals	74	53112	55	44240	129	97352
e-Journals	-	--	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	160	03	02	01	-	01	05	-
Added	30(Screen) and 1 server N computing System, 15CPU HP	03	-		-	-	-	-
Total	176	0	02	01	-	01	05	-

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

Computer and Internet access provided to Teachers and Students, ERP introduced.

4.6 Amount spent on maintenance in Rupees:

i) ICT

845017

ii) Campus Infrastructure and facilities

2150483

iii) Equipments

929777

iv) Others

491728

Total:

4417005

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC facilitated in raising awareness about student support system in the following ways

1. Notice board was placed to display academic and co-curricular activities for students.
2. The college website was regularly updated to furnish updated information online to the students.
3. The library of the institution informs students about new inclusion of books and magazines.
4. IQAC enhanced the quality of teaching. It also encouraged their participation of students in various activities.
5. Extra Classes were arranged to support the slow learners.
6. Earn and learn scheme was properly arranged.

5.2 Efforts made by the institution for tracking the progression

1. The governing body and the principal look after the entire process of the institutional administration and gives comprehensive suggestions.
2. The institution tracked the progression of student support services through meetings of committees, HOD's meetings and Departmental meetings.
3. The annual results were also analysed and the necessary steps were taken.
4. The number of students seeking admission from UG to PG was also kept in mind for tracking their progress.
5. The participation of the students in research activities such as 'Avishkar' was closely

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
2854	253			3077

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%
Men	1544	46.76

	No	%
Women	1680	53.23

Last Year						This Year							
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	NT	SBC	Physically Challenged	Total
2237	139	177	324 (NT-98; SBC 9)		2990	2247	177	222	377	106	16	04	3089

Demand ratio - 1:1.34972

Dropout % -

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

1. Inspired students to appear for competitive examination at state and national levels and also regularly conducted classes and guest lecturers for the students.
2. The said department also provided preparatory notes, books, periodicals, newspapers, journals and magazines for various competitive exams and provides printed notes and handouts to students.
3. 47 students have enrolled for the classes. The faculty of the institution helps these students in their preparation and makes them ensure that they can go through in such exams successfully.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Students counselling cell extends counselling assistance to the students with academic, non-academic, psychological and sociological concerns, whereas Career Guidance provides comprehensive information regarding higher education. It also offers suggestions about choosing optional subjects/courses run by the college.

No. of students benefitted

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	2056	371	

5.8 Details of gender sensitization programmes

- The gender inequality issued was addressed by promoting the girls to participate in various academic and co-curricular activities
- Our NSS students performed street plays on the theme of gender inequality.
- Nirbhay Kanya Abhiyan was also carried out.
- More girls were admitted to earn and learn scheme.

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	106	32000
Financial support from government	186	1228215
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

We develop a students' self confidence, self respect, positive thinking and commitment. We want all of our students to be the best in everything they do. NSS volunteers arranged poster rallies for literacy, health, human rights, voter-id, environment, water conservation, cleanliness and environmental awareness, blood donation, AIDS, plastic polythine pollution and hygiene awareness among common people. They also guided people about awareness about the illness of alcoholism & drugs. The villagers were made aware of the disadvantages of alcoholism. Lack of cleanliness gives rise to a large number of diseases. Therefore, NSS arranged cleanliness campaign. NSS is continuously working for ignorance about blood donation among the common people. That is the reason they participated actively as volunteers in blood donation camp arranged by the college. A haemoglobin test is done through medical health check-up arranged by the college. One day karate workshop was also arranged for girls to make them able to defend themselves. Voters' Day was celebrated to strength Indian democracy and to raise greater participation of people in electoral process. Rashtirya Ekta Diwas' (National Unity Day) was celebrated to encourage people to strive to maintain the unity and integrity of the country Awareness camp on 'Beti Bachao, Beti Padhao Abhiyan' organised by the college.

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Perceiving qualitative higher education as the medium of bridging the gap between the rapidly developing towns and the most underdeveloped villages and the hamlets of Khed Taluka, we visualize inculcating skill-based and knowledge-based educational values to promote vocational competence, intellectual abilities, humanistic values, and social awareness by adopting innovative methods used in contemporary educational systems.

6.2 Does the Institution has a management Information System

--

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

6.3.1 Curriculum Development

The curriculum of various courses is designed and modified by the University. The institution takes into account the spirit of the changes and implements those changes accordingly. Necessary infrastructure is provided for the students. Library and laboratories are improved according to the expectations of the university authorities. The objectives specifically mentioned in university syllabuses are properly brought into practice.

6.3.2 Teaching and Learning

We aim at learner-centred education. We encourage the students to participate in the process. The methods of teaching are used accordingly. At the beginning of the year, the syllabus is discussed in the departmental meetings and distribution is done according to the requirements of the students. Teaching plans and time tables are prepared. The performance of the students is measured with the help of tutorials and written and oral tests. Role playing, group discussions and project works are used to improve the learning process. The teachers use library and electronic media to update their teaching resources. They update themselves by participating in seminars, workshops, orientation and refresher courses. Students are also encouraged to participate in workshops and seminars, industrial visits, study tours, survey. ICT is also used in teaching.

6.3.3 Examination and Evaluation

The policies regarding examination and evaluation are prepared by the University of Pune. Necessary changes in the pattern and mode of examination and evaluation are properly spelled out in the syllabus circulars. These circulars are properly understood and implemented. The internal assessment, projects, practicals are conducted according to the guidelines provided by the University. The day-to-day performance of the students is monitored by the teachers. The students are providing with necessary guidance to improve their learning aptitude. The internal assessment has become an integral part of the evaluation pattern. In 2015-16 the internal assessments were made according to the University guidelines.

6.3.4 Research and Development

The Teachers are encouraged to do the minor and major research projects besides undertaking their research work like M.Phil and Ph.D. They are also provided with facilities to participate in state, national and international, seminars and workshops. The students are also encouraged to participate in research activities. They participate in the programmers such as Avishkar. In 2015-16 three Teachers were carrying out their research projects. Necessary research journals and internet facilities were provided to the teachers for the same.

6.3.5 Library, ICT and physical infrastructure / instrumentation

We improve the quality of our library services by purchasing new books, journals, magazines and computerizing our library services. We regularly update the ICT software. The physical infrastructure is always expanded keeping in view the growing number of students. The instruments in our science and language labs have been updated according to the changes in the syllabus. We have also enriched our gymnasium. This year the amount of Rs 2150483 was spent on the development of infrastructure, library and instruments. The ERP system was adopted.

6.3.6 Human Resource Management

We follow the guidelines of the UGC & Maharashtra State for recruitment and promotions of our staff members of the teaching and non teaching staff are encouraged to improve their quality by participating in seminars, workshops and educational programmes. Efforts are made to maintain healthy relations to improve the level of their performance. Their performance is often monitored, noted and conveyed to the management. Necessary instructions are given to the concerned members of the staff. The faculty in-charge, heads of the departments and office personnel are also expected to guide their colleagues to improve their Performance. We aim at maximum use of available human resources.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited according to the rules set by the UGC, Government of Maharashtra and University of Pune. They are appointed only after fulfilling the required norms of proper advertising, scrutiny of applications, interviews by the experts, and approval of the University. Staff on the unaided basis is also appointed according to the rules and requirements of the college. In 2015-16 four non teaching staff members were appointed on grant in aid basis and 52 Teaching faculties were appointed on temporary basis.

6.3.8 Industry Interaction / Collaboration

The need and importance of the interaction and collaboration with industries has been properly perceived by the Institution. Some of the companies from neighbouring towns are invited to conduct campus interviews. The experts from such companies are also invited to interact with our students. Now we are planning to improve the rapport with industries for research purpose as well. The concerned teachers have been instructed to carry out the survey of the industries coming under this region/area. In the year 2015-16 we made MOU with the following organisation under Community College -
 1. Coffee Cafe Day- Kondhwa Pune 2. Aditya Birla Institution- Pune 3. Trimurti Auto Chakan- Pune. 4. Wonder Cars- Pimpri Pune 5. Sehagal Auto- Pune

6.3.9 Admission of Students

Admissions are given according to the rules set by the government and the University. The institution has introduced online admission process to improve the quality and transparency of the admission process. Admission committees are also formed to guide the students. In 2015-16 steps were taken to ensure that every desiring and deserving students sought admission to the course or programme of his/her liking. Information regarding the availability of seats, allocation and time-frame was notified properly. The information regarding fee structure, scholarships and syllabuses was mentioned in the college prospect. In the year 2015-16 total students admitted was 3089 for various programmes.

6.4 Welfare schemes for

Teaching	Group Insurance
Non teaching	Group Insurance
Students	Students welfare scheme, Scholarships, Earn and learn Scheme, Students Insurance by the University

6.5 Total corpus fund generated

Rs. 41100

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	-	Yes	College
Administrative	No	-	Yes	Principal and Management

6.8 Does the University/ Autonomous College declares 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?

The University has introduced the credit system for post graduate courses from the academic year 2013-14 and the same is applicable for post graduate courses in our college. In addition to credit system, since 2015-16, University has also introduced the following compulsory skill development courses for post graduate students
1. Human rights, 2. Information security 3. Skill development

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

The University encourages the affiliated colleges to go through the process of Accreditation by NAAC as the first phase of allocation of autonomy.

6.11 Activities and support from the Alumni Association

We organized one day meet of Alumni of our college on 04/07/2015. 111 past students participated in this meet.

6.12 Activities and support from the Parent – Teacher Association

We are planning to organize Parent-Teacher Association. We organize meet with the parents in every academic year.

6.13 Development programmes for support staff

The members of support staff are encouraged to participate in seminars, workshops and training programmes organised by various colleges and Universities.

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

Our College is situated on the beautiful banks of the River Bhima. We make it eco-friendly by planting trees of various types, making proper drainage system, using rain water harvesting and use of solar energy.

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.

1. Bulk SMS for Students and Teachers
2. Bank counter facility in the college campus at the time of admission

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

1. Intimation sent by SMS to students and parents, when the students' attendance is below 80%.
2. Installation of Mobile Jammer to restrict students from using Cell phones.

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

1. ERP system for administration, admission, examination and results.
2. Wi-Fi facility in the college campus.
3. Online admission process

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

7.4 Contribution to environmental awareness / protection

1. Solar lights in the college campus.
2. LED bulbs used to save electricity.
3. Use of Solar energy (Water heater in Ladies Hostel)
4. Proper disposal of Plastics and Chemical wastes.
5. Tree Plantation

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOT Analysis of our college

Strength –

- Management with vision.
- Convenient location of the college.
- Qualified, experienced and dedicated teachers and staff.
- Well equipped laboratories and library.
- Good student-strength.
- Significant percentage of female students (more than 50%).
- Campus interview for various multinational companies.
- Community college.
- Best exam results.
- Organization of various State and National level seminars/conferences.
- Active participation of staff and students in various seminars/conferences.

Weaknesses

- Inadequate college campus area.
- Limited financial resources.
- Poor educational background of some students who come from rural areas.

Opportunities –

- Good opportunities of linkages with companies and educational institutions and industrial organizations.
- Immense opportunities for students on account of the arrival of industrial development, and possibility of airport, MIDC area of Chakan and Mahalunge and SEZ Khed.
- Competitive exam centre in the college to helps students to prepare various competitive examinations.

Challenges/Threats –

- Government policies for unaided courses.
- To face the privatization of education.

8. Plans of institution for next year

To organize International Science Congress Association
To start recognised research centre for Science, Commerce, Arts
To start T. Y. B. Sc. Botany, Maths, S. Y. B.Sc. Statistics,
SY BA History,
Wifi Campus
Start Short Term Courses Beauty therapy and styling level-1, Integrated course in Hair, Skin, and Make Up, Tailor Basic Sewing Operator, Assistant Fashion sales and showroom representative, Fashion design technology, Computer hardware Assistant, Computer network assistant, Spoken English and Communication skill, DTP an printing publishing, Web designing publishing Assistant
To publish Research Journal every year by college
Organize conferences, workshop, Seminar

Name Dr. T. G. Gite

Name Prin. Dr. S. B. Patil



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

K.T.S.P.MANDAL'S
HUTATMA RAJGURU MAHAVIDYALAYA
RAJGURUNAGAR, TAL-KHED, DIST-PUNE 410501

ACADEMIC CALENDER YEAR 2015-2016

K.T.S.P.MANDAL'S
HUTATMA RAJGURU MAHAVIDYALAYA
RAJGURUNAGAR, TAL-KHED, DIST-PUNE 410501

ACADEMIC CALENDER YEAR 2015- 2016

I N D E X

Sr.No.	Contains	Page No
1	Academic Calendar Of College	1
2	Academic Calendar Of Arts Faculty	3
3	Academic Calendar Of Commerce Faculty	4
4	Academic Calendar Of Science Faculty	6

K.T.S.P.MANDAL'S**HUTATMA RAJGURU MAHAVIDYALAYARAJGURUNAGAR, TAL-KHED,DIST-PUNE****410501****ACADEMIC CALENDER YEAR 2015 -2016****A. Administrative Activity****Term - I**

Sr.No	Duration	Activity
1	June 15 - 16	First Staff Meeting
2	June 16-July 16	Admission
3	June 16 to 25	Meeting of Principal with concerned Heads of Departments for workload distribution. Requirements, new appointments
4	Sept. 3 to 4	Meeting of Principal with heads for internal performance (attendance, student's difficulties etc.)
5	Oct. 4 - 6	Meeting of Principal with heads & time table committee to take review of completion of syllabus & prepare emergency time table
6	Oct. 31	Term end meeting of principal with the staff.

Term - II

Sr.No	Duration	Activity
7	Nov. 30	First Staff Meeting
8	Dec 1 st to 25 th	Plan to organize various conferences, seminar, workshop
8	Dec. 27 to 28	Meeting of Principal with heads to discuss difficulties, if any, in academic functioning
9	March 3 to 5	Meeting of Principal with heads & time table committee to take review of completion of syllabus & prepare emergency time table
10	April 30	Last staff meeting

B. Academic Activities**Term- I**

Sr.No	Duration	Activity
1	June 25 to July 4	Commencement of teaching
2	July 5 to 10	Commencement of Practical
3	August 2 to 7	Commencement of teaching of

		environmental awareness.
4	Sept. 1 to 8	Guest lectures under different scheme

Term- II

Sr.No	Duration	Activity
6	Nov. 27 to Dec 5	Commencement of teaching
7	Dec. 13 to 18	Commencement of Practical
8	Feb. 14 to 19	Guest Lectures under different schemes.

C. Extracurricular activities

Term – I

Sr.No	Duration	Activity
1	July 12	Commencement of NCC
2	July 12 to 17	General Knowledge (GK) inauguration & commencement
3	July 19 to 24	Inauguration Arts .Sci.& Commerce association
4	August 2	Commencement of NSS
5	August 15	Independence day celebration
6	August 23	Hutatma Rajguru elocution competition

Term- II

Sr.No	Duration	Activity
7	Dec. 20 to 26	NSS Camp
8	Dec. 21 to Jan. 5	Educational tours
9	Jan. 3	Death anniversary of founder chairman & blood donation camp
10	Jan. 26	Republic day celebration
11	Jan. 26 to Feb 1	S.V.Buttepatil Lecture series.
12	Feb. 28	Completion of Magazine
13	March 23	Hutatma Day

D-Examination Schedule

Term- I

Sr.No	Duration	Activity
1	July 26 to Aug. 4	Test I For Science Faculty
2	Aug. 28 to Sept. 4	Test II For Science Faculty
3	Oct. 15 to 28	Term End Exam For Arts , Commerce

4	October	Semester examination as per University schedules
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Term-II

Sr.No	Duration	Activity
5	Jan. 3 to 10	Test I For Science Faculty
6	Feb. 7 to 12	Test II For Science Faculty
7	Feb. 22	Annual Exam of Environment Awareness
8	March 7 to 10	Practical Exam of FYBSC
9	March to May	Exam as per University rule

E-Sports Activities

Term -I

Sr.No	Duration	Activity
1	Aug. - Sept.	Rainy Sports
2	Oct.	Sports Test

Term - II

3	Dec.	Winter Sports
4	Feb. 2 to 4	Prize distribution

ACADEMIC CALENDER

ARTS FACULTY

Year 2015 - 2016

First Term

Month	Date	Activity
June	16 to 25	Departmental meeting of lectures HODs as directed by the Principal
July	1 to 8	Commencement of Teaching
	12 to 17	Inauguration of Arts Circle
August	26 to 28	Meeting of Principal with heads to discuss difficulties, if any, in academic functioning
September	5 to 6	Departmental meeting for internal performance (attendance, students difficulties, etc)
	27 to 30	Arts circle activity II
October & November	Oct. 3 to 5	Meeting of Principal with head & time-table committee to take review of completion of syllabus & prepare emergency time table
	At the End of 15 Weeks Oct. 17 Onwards	Working as per emergency time table
	Oct. 15 to 30	Term End examination

1st term end on 31 October 2015

Term- II

Month	Date	Activity
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November	28 to 6 Dec.	Commencement of teaching
December	27 to 30	Arts Circle Activity III
	30 to 31	Meeting of Principal to discuss difficulties, if any, in academic functioning
January	17 to 23	Academic tour
February	4 to 5	Departmental meeting for internal performance (attendance, student's difficulties.etc.)
	21 to 24	Arts Circle Activity IV
March	2 to 6	Meeting of Principal with head of departmental & time table committee to take review of completion of syllabus & prepare emergency time table
	At the End of 14 Weeks .April 17 Onwards	Working as per emergency time table

ACADEMIC CALENDER

COMMERCE FACULTY

Year 2015 - 2016

First Term

Month	Date	Activity
June	16 to 25	Departmental meeting of lectures WITH HODs as directed by the Principal
July	1 to 8	Commencement of Teaching
	12 to 17	Inauguration of Commerce Association
August	2 to 7	Commerce Practical I
	26 to 18	Meeting of Principal with heads to discuss difficulties, if any, in academic functioning
September	5 to 6	Departmental meeting for internal performance (attendance, students difficulties, etc)
	20 to 25	Commerce Practical II
October & November	27 to 30	Commerce Association activity II
	Oct. 4 to 6	Meeting of Principal with head & time-table committee to take review of completion of syllabus & prepare emergency time table
	Oct. 4 to 9	Commerce Practical III
	Oct 15 to 30	Working as per emergency time table
	Oct. 15 to 30	Term End examination

1st term end on 31 October 2015

Second Term

Month	Date	Activity
November	28 to Dec. 6	Commencement of teaching
December	20 to 25	Commerce practical IV
	27 to 30	Commerce Association Activity III
	31 to Jan. 4	Meeting of Principal to discuss difficulties, if any, in academic functioning
January	10 to 15	Commerce practical V
	17 to 23	Academic tour
February	4 to 5	Departmental meeting for internal performance
	13 to 18	Commerce practical VI
	21 to 24	Commerce Association Activity IV
March	2 to 6	Meeting of Principal with heads of departments & time-table committee to take review of completion of syllabus & prepare for emergency time table
	At the End of 14 Weeks .April 17 Onwards	Working as per emergency time table

ACADEMIC CALENDER

SCIENCE FACULTY

YEAR: 2015 - 2016

CLASS: F.Y.B.Sc, B.C.S.

First Term

Month	Date	Activity
June	16 to 25	Meeting for distribution of work load
July	1 to 8	Commencement of teaching
	14 to 21	Commencement of practical
	26 to 28	Inauguration of Science Association
	29 to 31	Meeting of Principal with heads to discuss difficulties, if any, in academic functioning
August	16 to 22	Commencement of first internal exam together with S.Y,T.Y
September & October	1 to 2	Departmental meting for internal Performance
	15	Last date for submission of internal mark list (out of 10)
	25 to 3 Oct.	Commencement of Test II
	4 to 8	Science Association Activity II
October	9 to 10	Meeting of Principal with heads & time-table committee to take review of completion of syllabus & prepare for emergency time table
	At the End of 15 Weeks Oct. 17 Onwards	Working as per emergency time table repetition of practical bathes, which are lagging behind due to holidays.

1st term end on 31 October 2015

Second Term

Month	Date	Activity
November & December	Nov. 26 to 5 Dec.	Commencement of teaching
	Dec. 13 to 20	Commencement of practical
	Dec. 28 to 30	Science association activity III
January	1 to 3	Meeting of Principal with heads to discuss kind of difficulties, in academic functioning
	15 to 21	Commencement of Third internal exam together with S.Y,T.Y
	23 to 29	Academic tour
February	1 to 2	Departmental meeting for internal Performance
	4 to 6	If necessary a teacher can arrange conduct retest without disturbing others schedule.
	15	Last date for submission of internal mark list (out of 10)
	25 to 26	Science Association Activity IV
March	3 to 5	Meeting of Principal with heads & time-table committee to take review of completion of syllabus & prepare for emergency time table
	At the End of 14 Weeks .April 17 Onwards	Working as per emergency time table repetition of practical bathes, which are lagging behind due to holidays.

Practical exam will commence after 5th March 2016

ACADEMIC CALENDER

SCIENCE FACULTY

YEAR: 2015-2016

CLASS: S.Y/T.Y.B.Sc, BCS

First Term

Month	Date	Academic Functioning
June	16 to 25	Meeting of lectures WITH HODs for distribution of workload & preparation of departmental time table
July	1 to 3	Commencement of teaching
	17 to 19	Commencement of practical
	26 to 28	Science association activity III
August	2 to 5	Meeting of HOD's with principal to solve different problem.
	16 to 21	Commencement of first internal exam (for 10 marks) Submission of Absent Report to principal & HOD for the action

September	1 to 8	Guest lectures under different schemes
	13 to 18	Completion of second test of 20 mark for internal assessment
	1 to 6	Science association activity (II)

Month	Date	Academic Functioning
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	7 to 12	Meeting of HOD's with principal to note the completion of syllabus & prepare temporary time table to complete the syllabus
	13 to 16	Submission of internal mark list for 10 marks from both tests as per university guidelines.
	Oct 1 Onwards	Arrangement of seminar on the topic from syllabus & solving the old question papers in the classroom

1st term end on 31 October 2015

Note – There will be 3 days schedules for internal test in science faculty.

Second Term

December	26 Nov. to 5 Dec	Departmental meeting of lecturers with HODs for distribution of work load & changes in the time table & departmental smooth functioning
	6 to 10	Commencement of teaching
	13 to 15	Commencement of practical
	16 to 24	Meeting of science teachers, HODs with principal to discuss the requirements & difficulties in departmental functioning
	27 to 30	Science association activity (III)
January	1 to 5	Meeting of all science students with HODs regarding their difficulties in learning process & guidance of principal to them for the same
	10 to 15	Submission of absentee report to principal for the action
	17 to 20	Completion of Test-1 st for internal assessment (20marks)
	22 to 28	Industrial tour
February	7 to 15	Departmental meeting of staff members with holds for distribution of work & preparation of university practical examination
	16 to 24	Guest lecturer arrangement under various schemes
	25 to 28	Science Association Activity IV
March	1 to 5	Completion of Test -2 nd for internal assessment (20 marks)
	4 to 6	Meeting of HODs with Principal to review of completion of syllabus & to temporary time table to complete the syllabus
	7 to 9	Submission of internal mark sheet (10 marks)
	7 to 21	Completion of remaining syllabus. Seminars & Solving old question papers

Students' feedback Analysis Report

For the students' feedback on teachers, the Institute has prescribed the following ten parameters:

1. Knowledge base of the teacher
2. Communication skill
3. Commitment
4. Interest generated by teacher
5. Ability to integrate course material
6. Ability to integrate content with other courses
7. Accessibility of the teacher in and out of the class
8. Ability to design tests/quiz/assignments
9. Provision of sufficient time for feedback
10. Overall rating

Each parameter has been measured by a scale of four labels, viz. Very Good (A), Good (B), Satisfactory (C), and Unsatisfactory (D).

It is to be noted that our area is fundamentally agricultural where the exposure to knowledge and especially knowledge imparted at higher level is very meager. As a result, it certainly becomes a challenging task to train and educate students in such circumstance. In addition, students come from different levels of financial conditions ranging from middle class to a very poor one. In spite of this bare fact, our teachers are trying hard to instill knowledge in students to the best of their abilities.

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Annexure III

Best Practices of the Institution

1. Counseling for students – The teachers of various faculties motivated the students to pursue the academic goals. They were also motivated to appear for competitive examination such as MPSC, UPSC and banking service commissions. The students having some academic problems were also guided by the concerned teachers.
2. Online Admission – Online Admission process was continued in this academic year as well. The teachers helped the students to seek admissions for the desired courses.
3. The temporary counter of Rajgurunagar Sahakari Bank Ltd. was started on the campus of the college to pay the admission fees. It saved the valuable time of the students.