

Modern College of Arts, Science and Commerce, Ganeshkhind, Pune 53.

**The Annual Quality Assurance Report (AQAR) of the IQAC
for the year 2005-06**

Part A :

To achieve some of the targets and to implement some of the suggestions and recommendations given by the NAAC Peer team for the all-round development of the College.

Part B :

1. Activities reflecting the goals and objectives of the institution :

This year, some of the suggestions and recommendations made by NAAC Peer team were implemented. More and more students were encouraged to avail -

- * The benefits of Spoken English course conducted by Department of English at affordable fees.
- * Students and faculty members were motivated to make use of audio visual aids like OHPs for classroom teaching.
- * A special course on Office Automation has been initiated for Commerce students eventually made available for Arts students.

2. New academic programmes initiated (UG & PG) :

- * P.G. course in Economics was introduced.
- * Initial Planning and preparation to start T.Y.B.Sc. courses for following specialisation –
Botany, Zoology, Physics and Mathematics.
- * P.G. course in Organic Chemistry is proposed.

3. Innovations in curricular design and transaction :

- * In order to supplement the existing syllabi with practical and hands on approach almost all the faculties encouraged the students to participate in field visits, presentations, industrial visits, film shows, group discussions etc.

4. Inter-disciplinary programmes started :

- * Department of Geography organises treks for interested students of all the faculties.
- * Department of Physics : Khagolviskva : activity to promote interest among amateurs in Astronomy.
- * Department of Microbiology : Organised blood group testing for faculty members and students of the College.

5. Examination reforms implemented :

- * Class work and Home assignments, regular evaluation of students knowledge through presentations, quiz, group activity were encouraged.
- * Preliminary examinations were conducted for practical papers.

6. Number of candidates qualified NET / SET : Nil

7. Total number of seminars / workshops conducted : 03

- * Faculty of Commerce seminar for students
- * Department of History seminar for students
- * Department of Microbiology Genetic Engineering

8. Research projects : Nil

9. Patents generated, if any : Nil

10. New collaborative research programmes : Nil

11. Total research grants received from various agencies : Nil

12. Number of research scholars : 05

- * Arts Faculty 01
- * Science Faculty 02
- * Commerce Faculty 02

13. Citation index of faculty members and impact factor : Nil

14. Honours / Awards to the faculty :

- * Best Teacher Award to Prof. Sneha Ogale
- * Best Non-teaching staff Award to Mr. Prakash Renuse
- * Mrs. Jyoti Gagangras : Member, Board of Studies, Sociology, Pune University
- * Mr. R. B. Kadnor : Member, Board of Studies, Accountancy, Pune University
- * Dr. Sadhana Natu : Resource Person - TISS UGC Refresher Course
Resource Person - UGC Refresher Course, Women's Studies
Centre, Pune University
Member, Board of Studies, Women's Studies, Pune
University
- * Prof. Shubhangi Bhatambrekar :
Member of Academic Council, University of Pune,
Chair Person - Board of Studies, Computer Science.

15. Internal resources generated :

- * Spoken English course Rs. 18,570/-
- * A course in Office Automation Rs. 29,000/-
- * Funds are also generated via renting our premises for various examinations like CDAC, MPSC, CAT, SET etc.

16. Details of departments getting SAP, COSIST/DST. FIST etc.

assistance/recognition : Nil

17. Community services :

- * Various extension activities are conducted under the NSS as per the guidelines of Pune University.
- * Students offered voluntary service to Tsunami affected persons.
- * The staff of the college donated one-day's salary towards the Tsunami Relief Fund.
- * Cleanliness Drive, Blood Donation Camp, Eye testing camp conducted by NSS.

18. Number of teachers and officers newly recruited :

- * Teaching 28
- * Non-teaching 02

19. Teaching - Non-teaching staff ratio : 3 : 1

20. Improvements in the library services :

- * Non print materials (CDs, Floppies, etc) are preserved and also made available for issue in the library.
- * Open access to all the PG students and science students.
- * New Library Furniture along with computer, Printer, etc have been added to the library.
- * To provide easy access and OPAC search, a new Library Software AUTOLIB along with bar code technology has been introduced.
- * This year OPAC services will be extended to all the readers and computerized issuing of books to the staff will be introduced.
- * Organized one day Book Exhibition of Pritam Book Centre, Pune on 23rd January 2006.
- * Published GRANTHAVEDH a innovative library newsletter in the month of February 2006. Its basic aim is to bridge the gap between readers and different information sources as well as library staff.
- * Book Review Club was started to augment the reading habit amongst staff and students.
- * A feedback form was prepared and feedback about the 'Use and the Users' of the library services was collected from a selected number of readers.
- * An Appeal was made to the final year students for donation of books to the library.

21 Number of new books/journals subscribed and their value :

- * Books 1547 Rs. 5,05,838.21
- * Periodicals 28 Rs. 33,833.00

22. Number of courses for which student assessment of teacher is introduced and the action taken on student feedback :

- * Feedback is generally taken from students at the T.Y. level and final year level of P.G. course.
- * Action Taken :
 - (a) Teacher change in course structure.
 - (b) Group discussion with staff and students.
 - (c) Improvement in Infra-structure – Purchase of additional set of consumables.

23. Unit cost of education : Rs. 7,417/-

24. Computerization of administration and the process of admissions and examination results, issue of certificates :

- * Administrative work and financial records are totally computerised. Tally 7.2 software for accounting, Masters software for Pay roll, Shrileepi software for Devnagri typing, e-TDS software for Income Tax and MS Office for other office work are used. All computers of the office are connected by LAN.
- * Internal examination marks are submitted to the University in computerised format.
- * Computerised merit list is displayed at the time of admission.
- * Admission forms for entrance examinations for courses such as MCA and Biotechnology are made available on the College website. Merit list of students admitted to the course are displayed at the website.

25. Increase in the infra-structural facilities :

- * An additional floor was added to the main building to house four classrooms and a laboratory. (582.27 sq.mtr.)
- * Wash room for ladies and gents was added.
- * Tissue culture laboratory was Air-conditioned.

26. Technology up gradation :

- * Every year depending upon the requirement several laboratory instruments and computers are purchased. Some of the major instruments added this year are -
 - (i) Projection Microscope.
 - (ii) Ultra low temperature Research Cabinet URC - V – Eco.
 - (iii) Shaker Water bath.
 - (iv) Laminar Floors
 - (v) Rotavapors
 - (vi) Fermenter

27. Computer and internet access and training to teachers and students :

- * All the departments of Science faculty have been provided with computer and Internet access.
- * Two batches of students were successfully trained in Office Automation.

28. Financial aid to students :

- * Financial assistance worth Rs. 9,44,383/- was disbursed to students under various schemes of Scholarships and free-ships.
- * Book bank facility is made available to students.
- * Endowment Scholarship.
- * Financial assistance is provided to students participating in sports and cultural events.
- * During the Annual Prize Distribution prize money is given to outstanding students in academics, sports and cultural events.
- * Instalment facility in payment of fees to needy students.

29. Activities and support from the Alumni Association :

- * Past students are invited to deliver lectures and guide the current students.
- * Transport service at reasonable rate made available to staff and students by an alumnus, Kiran Desai.

30. Activities and support from the Parent-Teacher Association :

- * Parent-Teachers meet is organised by teachers of various faculties time to time. They discussed issues regarding academic progress and discipline.

31. Health services :

- * Immediate medical attention to our students is provided by the Pune University Health Centre which is situated close to the College.
- * Dr. Ekbote Hospital run by the Chairman of Progressive Education Society also provide medical facility to our students.
- * Compulsory medical check-up is conducted for first year students of all faculties.

32. Performance in sports activities :

- * International awardees Six
- * Asian Games One Gold
 One Bronze
- * National Level Eight Gold
 Three Silver
 Twelve Bronze.
- * Shiv Chhatrapati award One

33. Incentives to outstanding sportspersons :

- * Monetary incentives are provided to Sports persons in the form of travelling allowance.
- * Chhatrapati Awardees are felicitated with a cash incentive.
- * Other incentives given to them are tracksuits, travelling bags, sports kit, blazers etc.

34. Student achievements and awards :

- * Our students excel in sports, co-curricular and extra curricular activities.
Some of them are as follows -
 - (i) Kaveri Wagh - First Prize in elocution - University level.
 - (ii) Rajesh Jorkar - Prizes in elocution.
 - (iii) Anita Lakde - First Prize in debate - University level.

- (iv) Advait Godbole - T.Y.B.Sc. (Biotechnology) First in University of Pune
Was selected for IISc, Bangalore.
- (v) Three state level awards in dramatics.

35. Activities of the Guidance and Counselling unit :

- * Youth and mental health issues were tackled by counselling unit. Special discussions and guidance were provided to the students. Referral was done to psychiatrists in case of clinical problems.

36. Placement services provided to students :

- * Placement service is provided to students.
- * Workshops are conducted for students to train them in interview techniques and resume writing.
- * College takes initiative in inviting various companies, preparing placement brochures.
- * College bares all the expenses for this entire exercise.
- * Commerce Faculty runs placement cell for students. Many organisations like STPL, Essel, IT Academy, Eureka Forbes, Green Field Management conducted placement activities in the College.

37. Development programme for non-teaching staff :

- * Non-teaching staff attended workshop on functioning of library and library service.
- * Some of our non-teaching staff who are pursuing higher education are encouraged by the College in the following ways –
 - > Subject guidance is provided by the staff of the College.
 - > Study material and books are made available.
 - > Leave is sanctioned during examination.

Part C :

- * Considering the popularity and need for new emerging courses at graduate and post graduate level, it was decided to start UG and PG courses like -
 - > B.B.A.
 - > P.G. course in Organic Chemistry
 - > P.G. course in Biotechnology.
 - > F.Y.B.A. (English medium)
- * In order to run the science courses a plan was chalked out to enhance the laboratory facilities.

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